EXHIBITOR WELCOME LETTER
2010 Corrugated Week
Hilton Baltimore, Baltimore, MD
October 4 - 8 • Show Dates: October 6 - 7

Dear Corrugated Week 2010 Exhibitor,

Welcome to Corrugated Week!

We are pleased that you will be joining us for Corrugated Week 2010. TAPPI and the Association of Independent Corrugated Converters (AICC) have combined their 2010 fall meetings and supplier member trade fairs for this exciting industry event. Building on the success of the TAPPI/AICC SuperCorrExpo®, the two organizations will co-sponsor Corrugated Week 2010, October 4-8, at the Hyatt and Hilton Inner Harbor Hotels in Baltimore, MD. The Exhibit Hall, located at the Hilton, will be open Wednesday, October 6th and Thursday, October 7th. TAPPI Events and Conference Program will begin the evening of Monday, October 4th and run through Wednesday, October 6th at the Hyatt. All AICC Functions will take place at the Hilton October 7th and 8th. For additional program information, please visit the official show website at www.corrugatedweek.org.

This Exhibitor Service Manual has been carefully planned and organized to help you prepare for a successful show! It is intended to be the one resource and reference guide that will assist you in the planning process for Corrugated Week. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

The Corrugated Week Management Team along with TAPPI and AICC is available to help you with your exhibiting experience. On behalf of the entire staff of the 2010 Corrugated Week, we appreciate your participation and look forward to seeing you in Baltimore.

Let's have a great show!

Sincerely,

Kristi Ledbetter

Kristi Ledbetter
TAPPI Corrugated Division Manager

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SCHEDULE-AT-A-GLANCE
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Monday, October 4

12:00 pm	TAPPI Golf Tournament (Maryland Golf & Country Club, Bel Air, MS)
	Buses Depart from the Hyatt at 10:30 am

Tuesday, October 5

7:00 am – 5:00 pm	Registration Open (Hyatt)
7:30 am – 9:00 am	TAPPI's Awards Breakfast and Keynote Speaker (Hyatt)
9:15 am – 5:00 pm	TAPPI Conference Sessions (Hyatt)
10:00 am - 5:00 pm	TAPPI Optional Spouse / Guest Event (TBA)
11:15 am - 1:00 pm	TAPPI Fiscotec Committee Meeting (Hyatt)
1:00 pm – 5:00 pm	Exhibitor Move-In (Hilton)
5:00 pm – 6:30 pm	Conference Reception (Hyatt)

Wednesday, October 6

7:00 am - 5:00 pm	Registration Open (Hyatt/Hilton)
7:30 am – 11:15 am	TAPPI Conference Sessions (Hyatt)
8:00 am – 11:00 am	Exhibitor Move-In (Hilton)
8:00 am – 12:00 pm	AICC Plant Tours (depart from Hilton)
10:00 am – 12:00 pm	AICC Board of Directors Meeting (Hilton)
10:00 am - 5:00 pm	TAPPI Optional Spouse / Guest Event (TBA)
11:15 am – 1:00 pm	TAPPI Corbotec Committee Meeting (Hyatt)
11:30 am - 1:00 pm	Lunch (Hilton)
11:45 am – 12:45 pm	Supplier Advisory Committee (Hilton – *lunch provided)*
1:00 pm – 5:00 pm	**Exhibit Hall OPEN (Hilton Key Ballroom)**
5:30 pm – 6:00 pm	AICC Associate Member Meeting (Hilton)
6:00 pm – 6:30 pm	AICC New Member & First Timer Orientation & Reception (Hilton)
6:30 pm – 9:30 pm	AICC Opening Night Reception & Awards Dinner (Hilton)

Thursday, October 7

7:30 am - 3:00 pm	Registration Open (Hilton)
8:00 am – 12:00 pm	AICC General Session I (Hilton)
1:00 pm - 5:00 pm	**Exhibit Hall OPEN (Hilton Key Ballroom)**
1:00 pm – 5:00 pm	AICC Optional Spouse/Guest Event (TBD)
5:00 pm – 11:00 pm	Exhibitor Move-Out
6:00 pm – 7:30 pm	AICC Reception at Camden Yards

Friday, October 8

7:00 am – 9:00 am	AICC Continental Breakfast (Hilton)
8:00 am – 10:00 am	Exhibitor Move-Out
8:00 am – 12:00 pm	AICC General Session II (Hilton)

CONTACT LIST
2010 Corrugated Week
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SHOW MANAGEMENT

Operations Manager
Grayson Lutz
Phone 678.471.5838
E-mail glutz@tappi.org

Sales/Sponsorships Opportunities Contact
Linda Cohen
Phone 914.944.0135
E-mail lcohen@tappi.org

Program Contact
Raine Hyde
Phone 770.209.7256
E-mail rhyde@tappi.org

Corrugated Week Team Lead
Kristi Ledbetter
TAPPI Corrugated Division Manager
Phone 770.209.7319
E-mail kledbetter@tappi.org

CONTACT LIST
2010 Corrugated Week
Hilton Baltimore, Baltimore, MD
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OFFICIAL SHOW PROVIDERS / EXCLUSIVE CONTRACTORS

Catering
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Phone 443.573.8700
www.baltimore.hilton.com

Convention Center
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Phone 443.573.8700
www.baltimore.hilton.com

Booth Cleaning
Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Phone 410.737.9270
Fax 410.737.9274
E-mail baltimore@shepardes.com
www.shepardes.com

CONTACT LIST
2010 Corrugated Week
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Electrical
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Phone 443.573.8795
Fax 443.573.8799
www.baltimore.hilton.com

Freight/Material Handling
Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Phone 410.737.9270
Fax 410.737.9274
E-mail baltimore@shepardes.com
www.shepardes.com

General Service Contactor
Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Phone 410.737.9270
Fax 410.737.9274
E-mail baltimore@shepardes.com
www.shepardes.com

Labor
Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Phone 410.737.9270
Fax 410.737.9274
E-mail baltimore@shepardes.com
www.shepardes.com

CONTACT LIST
2010 Corrugated Week
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Registration
TAPPI Member Connection Center
15 Technology Parkway South
Norcross, GA 30092
Phone 1.800.332.8686 (US)/1.800.446.9431 (Canada)/+1.770.446.1400 (Worldwide)
Fax +1.770.446.6947
E-mail memberconnection@tappi.org
www.corrugatedweek.org
www.aiccbox.org

Security
CES Security, Inc.
115 McHenry Avenue
Baltimore, MD 21208
Phone 443.471.7000
Fax 443.471.7007
E-mail eventcoordinator@cessecurity.com

Telecommunications/Internet/Wireless Service
Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
Phone 443.573.8795
Fax 443.573.8799
www.baltimore.hilton.com

CONTACT LIST
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OFFICIAL SHOW PROVIDERS / NON-EXCLUSIVE CONTRACTORS

Audio Visual/Computer & Office Equipment Rentals

Tech Rentals, Inc.
6550 McDonough Drive
Norcross, GA 30093
Phone 800.967.2419
Fax 770.451.7925
E-mail av@techrentals.com
www.techrentals.com

Car Rental

AVIS
Phone 800.831.8000
Website www.avis.com
TAPPI Discount Code AWD: #U226600

Hertz
Phone 800.654.3131
Website www.hertz.com
TAPPI Discount Code CDP#1752380

Floral/Plant

TLC National
Phone 770.507.6777
Fax 770.474.4676
E-mail plant@tlcflorist.com
Website www.tlc-florist.com

CONTACT LIST
2010 Corrugated Week
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Furniture/Accessories
Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Phone 410.737.9270
Fax 410.737.9274
E-mail baltimore@shepardes.com
www.shepardes.com

Insurance
John Buttine Insurance Inc.
33 East 33rd Street, 5th Floor
New York, NY 10016
Phone 212.697.1010 Ext. 49
E-mail kar@buttine.com
www.buttine.com

International Freight Forwarder
Rogers Worldwide
1550 E. Higgins Road
Suite 106
Elk Grove, IL 60007
Phone 847.806.9200
Fax 847.806.9204
E-mail import@rerogers.com
www.rerogers.com

Photography/Video Production
Access Video Productions
Phone 678.361.6151
E-mail sclearie@gmail.com
www.accessvidpro.com

FREQUENTLY ASKED QUESTIONS
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What comes standard with my booth?

- **In-Line Linear Exhibits:** 8' High Back Drape, 3' High Side Dividers, (1) 6' White Draped Table (30" high), (2) Side Chairs, (1) Wastebasket and a 7" x 44" Identification Sign.
- **The Hilton Key Ballroom is carpeted; therefore, exhibitors will not need to order additional flooring for their exhibit spaces unless they chose to.**
- Show Drape Colors are Blue and White. No other drape colors will be approved for the back and side drapes.

Information and order forms for furnishings, carpet, electrical, floral, cleaning and other accessories and services are listed under *DECORATOR SERVICES* and *ADDITIONAL EXHIBITOR SERVICES*.

What is the maximum booth height?
The height restriction for all in-line linear booths is 8 ft., and for perimeter wall booths the height restriction is 12 ft. as ceiling height permits. All display fixtures and equipment over 4 feet in height and placed within 10 linear feet of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet from the aisle line. Please see attached diagrams for more detail. To verify booth height or exhibit display restrictions, please contact Grayson Lutz at glutz@tappi.org.

May I hang a sign from the facility ceiling over my booth?
Due to facility height restrictions, hanging signs are not permitted in the Key Ballroom.

How do I ship my materials?
You may ship your booth materials in ADVANCE to the Shepard Exposition Services Warehouse or you may ship DIRECT to the Hilton Baltimore. Specific shipping information and instructions are located under *SHIPPING AND MATERIAL HANDLING*. Please pay special attention to the shipping deadline dates and shipping forms. The Shepard Show Information form provides instructions and addresses for shipping. **The Hilton Baltimore WILL NOT accept exhibit freight.** If you will be shipping your freight to the hotel, you must consign the freight to Shepard Exposition Services and it should arrive no earlier than **8:00 a.m. Tuesday, Ocotber 5, 2010** or delivery will be refused.

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

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What are the Move-in and Move-out dates and times?

Exhibitor Move-In

Tuesday, October 5	1:00pm – 5:00pm
Wednesday, October 6	8:00am – 11:00am

Exhibitor Move-Out

Thursday, October 7	5:00pm – 8:00pm
Friday, October 8	8:00am – 10:00am

All exhibits must be set by 11:00am on Wednesday, October 6. Exhibitor move-out will commence at the close of show on Thursday, October 7 at 5:00pm. It is against the Corrugated Week Rules and Regulations to move-out any display equipment or materials until after the published move-out time. Anyone dismantling their booth before 5:00pm will lose Priority Booth Selection points and jeopardize their company's participation in future TAPPI exhibits. Please refer to the *GENERAL INFORMATION* and *SHOW REGULATIONS* for further information pertaining to the show schedule and booth design regulations.

When do exhibitors have access to the exhibit floor on show days?

Except during move-in hours listed above, Exhibitors with proper Exhibitor badges will be allowed to remain in the hall one (1) hour after the exhibit hall closes. Exhibitors may enter the hall one (1) hour before the exhibit opens. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

Are children allowed on the Exhibit Floor?

Under no circumstances will children under 16 years of age be admitted to the exhibit floor during move-in or move-out times. While the show is open, children under 12 years of age will not be admitted to the exhibit hall.

Is there a Business Center at the Hilton?

Complete Executive Services are available in the Hilton Business Center located in the main lobby. Available for self service options 24 hours a day.

Is there First Aid services available onsite?

Please Call #65 within the hotel for all emergencies. 91l emergency will be called by the hotel to summon EMTs as needed. Available 24 hours a day.

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What do I do if I intend to use an EXHIBITOR APPOINTED CONTRACTOR (EAC)?
Exhibitors using an unofficial contractor or EAC to provide services to their exhibit must complete and return the EAC Notification Form to Shepard Exposition Services by September 7, 2010. Please refer to *SHOW REGULATIONS* for complete instructions and to access the necessary application. Please inform your EAC that they must forward a General Liability Insurance Certificate to Shepard Exposition Services naming Corrugated Week, TAPPI, AICC, Hilton Baltimore and Shepard Exposition Services as additional insured.

How do I register my booth personnel?
Each exhibiting company is allotted four (4) exhibitor badges per 80sq.ft (8x10) of exhibit space. There will be a $30 charge for each additional exhibitor badge. Please refer to *REGISTRATION* for additional information or visit www.corrugatedweek.org to access and print the Exhibitor Registration Form.

How do I make my hotel reservations?
Hotel reservations for the 2010 Corrugated Week can be made via the following easy methods:

*Corrugated Week 2010 Headquarter Hotels
Hyatt Regency Baltimore Inner Harbor – (TAPPI Host Hotel)
https://resweb.passkey.com/go/tappi1
300 Light Street, Baltimore, MD 21202
Hotel Direct: +1.410.528.1234
Reservations: +1.800.233.1234
Single/Double Rate: $189/night (excluding applicable taxes and surcharges)
Reservation Discount Code: Reference TAPPI/Corrugated Week
Reservation Deadline: September 17, 2010

Hilton Baltimore – (AICC Host Hotel)
http://www1.hilton.com/en_US/hi/hotel/BWICCHH-Hilton-Baltimore-Maryland/index.do
401 West Pratt Street, Baltimore, MD 21201
Hotel Direct: +1.443.573.8700
Reservations: +1.888.243.9694
Single/Double Rate: $219/night (excluding applicable taxes and surcharges)
Reservation Discount Code: Reference AICC
Reservation Deadline: September 13, 2010

Please refer to the Travel page on the Corrugated Week website at www.corrugatedweek.org for **Hotel and Transportation Information.**

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How can I get an invitation letter for my visa?
Please refer to the following Travel Visa Information page on the TAPPI website at http://www.tappi.org/Events/Visa-Info.aspx for complete instructions.

Additional questions?
Please refer to the Contact List under *GENERAL INFORMATION* to locate the appropriate company/person.

EXHIBITOR REGISTRATION
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Exhibitor Registration

Exhibitor Registration Information

Each Corrugated Week 2010 exhibiting company is allotted four (4) exhibitor badges per 80sq.ft (8x10) of exhibit space. There will be a $30 charge for each additional exhibitor badge. Pre-register your booth personnel by faxing the completed Exhibitor Registration Form to **+1.770.209.7206 by September 13, 2010**. Changes or corrections to personnel can be made by contacting the Corrugated Week Registration Department at 1.800.332.8686 (US), 1.800.446.9431 (Canada), +1.770.209.7206 or via e-mail at memberconnection@tappi.org.

All Corrugated Week 2010 Exhibitors must register all staff and employees that will be working the exhibit space on the show floor. This includes exhibitors utilizing complimentary registrations; names must be submitted for badges.

Exhibitor Badge Allotment Examples
8x10 Booth – 4 Exhibitor Registrations
8x20 Booth – 8 Exhibitor Registrations

Exhibitor Discount Conference Registrations

Exhibitors registering for the AICC or TAPPI Conference Programs may take advantage of a $200 discount! Review the following Exhibitor Registration Form for specific instructions.

Exhibitor Appointed Contractors (EAC)

Exhibitors should not order badges for EACs. Temporary wristbands or stickers will be issued to your EAC personnel during setup and dismantling. Daily wristbands/stickers can be acquired from show security at the entrance into the exhibit hall and are not available in advance.

Exhibitor Badge Pick-Up

Badges will **not** be mailed prior to the show and can be picked up onsite at Exhibitor Registration.

Registration Hours	
Tuesday, October 5	7:00am – 5:00pm
Wednesday, October 6	7:00am – 5:00pm
Thursday, October 7	7:30am – 3:00pm

Please complete and fax the completed Exhibitor Registration Form(s) to **+1.770.209.7206**. If you would like to register additional staff, above and beyond your complimentary badge allotment, please contact the Corrugated Week Registration Department at 1.800.332.8686 (US), 1.800.446.9431 (Canada), +1.770.209.7206 or at memberconnection@tappi.org.

EXHIBITOR REGISTRATION
2010 Corrugated Week
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2010 Corrugated Week Exhibitor Registration Form

Step I: Contact Information

Exhibiting Company_____Booth Number_____
Contact Name _____
Title_____
Address_____
City_____State_____
Zip Code_____Country_____
Phone_____Fax_____

Step II: Company Representatives (Please print clearly FIRST NAME, LAST NAME & E-MAIL ADDRESS

*If you need to add names, please copy form and submit with original form

1. First Name_____Last Name_____Email_____
   Check One: _____Comp Badge _____Additional Badge @ $30 _____TAPPI Discounted Conference Badge ($200 off)
   _____AICC Discounted Conference Badge ($200 off)
2. First Name_____Last Name_____Email_____
   Check One: _____Comp Badge _____Additional Badge @ $30 _____TAPPI Discounted Conference Badge ($200 off)
   _____AICC Discounted Conference Badge ($200 off)
3. First Name_____Last Name_____Email_____
   Check One: _____Comp Badge _____Additional Badge @ $30 _____TAPPI Discounted Conference Badge ($200 off)
   _____AICC Discounted Conference Badge ($200 off)
4. First Name_____Last Name_____Email_____
   Check One: _____Comp Badge _____Additional Badge @ $30 _____TAPPI Discounted Conference Badge ($200 off)
   _____AICC Discounted Conference Badge ($200 off)

Step III: Payment of Additional Badges and Discounted Conference Package(s) (if applicable)

Allotted Exhibitor Badges_____Requested Exhibitor Badges_____

- $30/Additional Exhibitor Badge: **$30 x _____ = _____**
- DISCOUNTED TAPPI Conference Package ($200 off for Exhibitors ONLY): **$ _____x_____=_____**

*Exhibitor Rates for TAPPI Conference: $695 (on or before August 6), $725 (on or before September 13) and $1145 (after September 13 – onsite)

- DISCOUNTED AICC Conference Package ($200 off for Exhibitors ONLY):**$**_____ **x** _____ = _____

*Exhibitor Rates for AICC Conference: $1050 (on or before July 30), $1150 (on or before September 10) and $1250 (after September 10 - onsite)

TOTAL DUE: $_____

Credit Card Information

Credit Card ❑ AMEX ❑ Diner's Club ❑ Discover ❑ MasterCard ❑ Visa
Card Number_____Expiration Date_____
Cardholder's Name/Signature _____

FINAL Step: Fax Completed Form to +1.770.209.7206

FREQUENTLY ASKED QUESTIONS
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What do I need to do if I have Pre-Registered?
Badges will not be mailed prior to the show. Please proceed to Exhibitor Registration once onsite to pick up your badge and badge holder.

Where will Registration be located onsite?
Registration will be located on the 2nd level at the Hilton Baltimore outside of the Exhibit Halls in the Key Ballroom.

Can I register onsite?
Corrugated Week does accept onsite registrations. Please visit the Exhibitor Registration counter on the 2nd level at the Hilton Baltimore outside of the Exhibit Halls in the Key Ballroom to register onsite.

How many complimentary personnel badges will my company receive?
Each exhibiting company is allotted four (4) exhibitor badges per 80sq.ft (10x10) of exhibit space. There will be a $30 charge for each additional exhibitor badge.

What if I need to change a person's name?
Changes or corrections to personnel can be made by contacting the Corrugated Week Registration Department at 1.800.332.8686 (US), 1.800.446.9431 (Canada), +1.770.209.7206 or via e-mail at memberconnection@tappi.org.

EVENT GUIDE LISTING
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COMPANY DESCRIPTION FOR THE OFFICIAL EVENT GUIDE

SUBMIT BY AUGUST 13, 2010!

As a valued exhibitor of Corrugated Week, you will receive a 50-Word Company/Product Description in the Official Corrugated Week Event Guide. Please submit your 50-Word Description, to include company name, contact information, address, phone & fax numbers and web address, directly to Debbie Trimmer at dtrimmer@tappi.org. TAPPI reserves the right to edit entries submitted with more than 50-words. Information must be received by **August 13, 2010** to take advantage of this opportunity.

In addition, to ensure you are included in their special pre-show issue, CORRUGATED Today magazine will contact you for your complete company profile. Please note that the 50-Word Company/Product Description TAPPI requires is specifically for the Official Event Guide. You will be contacted separately from CORRUGATED Today.

TAPPI people resources solutions

AICC

Corrugated Week 2010

Sponsorship and Promotional Opportunities

BALTIMORE MARYLAND

OCTOBER 4TH — 8TH

Hilton and Hyatt Hotels - Inner Harbor

www.corrugatedweek.org

2010 Corrugated Week

If you are ready to grow your business or expand your reach… if your product raises the bar for board converters … if your strategy is taking your business to a new part of the globe … then you don't want to miss the opportunity to be with the most important gathering of decision makers in the corrugated industry.

Corrugated Week is a world-class affair for unique networking and educational opportunities providing attendees a glimpse at the latest products and innovations that define the direction of our industry. This year TAPPI and AICC have joined forces to present the 2010 Corrugated Week in Baltimore, MD. **There is no better way to reach your target audience than through event marketing and sponsorships!**

At 2010 Corrugated Week you can promote your company with opportunities outside and inside the Baltimore Hyatt Regency Hotel and Hilton Baltimore Hotel, through sponsorships and online and print advertising. The wide array of opportunities available allows us to help you find the most effective way to reach out to the audience before, during and after the event.

For exhibit and sponsorship information contact
Linda Cohen at 914-944-0135 or lcohen@tappi.org

Platinum Sponsorship

$13,500 Special/$15,000 after 2/1/10
(Minimum 8' X 20' exhibit space required)

Choose ONE of the following promotions:
TAPPI Opening Session Sponsor **OR** TAPPI & AICC Continental Breakfast Sponsor
**As an added bonus, 1 Networking Break for each Association Meeting will be included*.

Branding:
- Full Page 4-Color Ad in the Official Event Guide
- Event Bag Insert *(1 insert)*
- Sponsor Ribbons
- Logo and Sponsor Recognition in the Official Event Guide
- Inclusion on a special "Thank You to our Sponsors" Sign in the Registration Area

Prime Positioning of Company Logo:
- Event Bag (TAPPI will supply bags)
- Onsite Signage
- Prime Logo Positioning as a Platinum Sponsor: Logo will appear in major industry magazines, literature, website, e-mail campaigns and more!
- Event Guide: Company Description & Logo
- Direct Mail: Pre-Show Registration List and Post-Show Registration List for Direct Mail use *(1x usage of pre-show registration list through a bonded mail house)*

Education:
- Two Full Conference Package Passes *(choice of TAPPI, AICC, or 1 of each)*

Online:
- Banner ad or Logo on Corrugated Week Website Linking to your Company Website

Traffic Builder:
- Company Recognition in Promotional E-mail Blast with Links to your Website
- Free Expo Hall Passes for your Customers

Networking:
- Entrance to Conference Reception (Tuesday Night)

Sponsorship and Promotional OPPORTUNITIES

Gold Sponsorship

$10,000 Special/$12,000 after 2/1/10
(Minimum 8' x 10' exhibit space required)

Choose ONE of the following promotions:
1 Continental Breakfast Sponsor **OR** 1 Networking Break
** Can apply towards the TAPPI or AICC conference program*

Branding:
- Full Page 4-Color Ad in the Official Event Guide
- Event Bag Insert *(1 insert)*
- Sponsor Ribbons
- Logo and Sponsor Recognition in the Official Event Guide
- Inclusion on a special "Thank You to our Sponsors" Sign in the Registration Area

Prime Positioning of Company Logo:
- Event Bag (TAPPI will supply bags)
- Onsite Signage
- Prime Logo Positioning as a Gold Sponsor: Logo will appear in major industry magazines, literature, website, e-mail campaigns and more!
- Event Guide: Company Description & Logo
- Direct Mail: Pre-Show Registration List and Post-Show Registration List for Direct Mail use *(1x usage of pre-show registration list through a bonded mail house)*

Education:
- One Full Conference Package Pass *(choice of TAPPI or AICC)*

Online:
- Banner ad or Logo on Corrugated Week Website Linking to your Company Website

Traffic Builder:
- Free Expo Hall Passes for your Customers

Networking:
- Entrance to Conference Reception (Tuesday Night)

General Exhibitor

Exhibitor Benefits Include:

Branding:
- 50 Word Company Description in Event Guide

Traffic-Builder:
- Free Expo Hall Passes for your Customers

Booth Space:
- Pipe and drape 8'x10' or 8'x20' booths with Show Colors, Company ID Sign, Carpet

Networking:
- Conference Reception (Tuesday night)

Contact Linda Cohen at,
lcohen@tappi.org or 914-944-0135.

for more information on Conference Reception Sponsorship Opportunities, $750 (unlimited)

V.I.P. Pass

(GET INTO THE TRADE SHOW FREE!)

2010 TAPPI/AICC Corrugated Week

October 6-7 Hilton Inner Harbor Hotel, Baltimore, MD
The V.I.P. Pass admits you into the Corrugated Week Exhibit Hall
FREE OF CHARGE — A $30 value

V.I.P. Pass

(GET INTO THE TRADE SHOW FREE!)

2010 TAPPI/AICC Corrugated Week

October 6-7 Hilton Inner Harbor Hotel, Baltimore, MD
The V.I.P. Pass admits you into the Corrugated Week Exhibit Hall
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2010 Corrugated Week
Complimentary V.I.P. Exhibit Hall Pass
October 6-7 Hilton Hotel, Baltimore, MD

EXHIBIT HOURS:
Wednesday, Oct 6 1:00 PM - 5:00 PM
Thursday, Oct 7 1:00 PM - 5:00 PM

2010 Corrugated Week Trade Show is
FREE with this **V.I.P. PASS**

You can pre-register by faxing this form in to 770-209-7206. If you elect to pre-register, your badge will be available at the Hilton Hotel during the registration hours. You may also register on-site. A registration fee is charged for the Conference Technical Program, but not to attend the trade fair. An additional registration fee is required if you choose to attend the conference technical program in addition to the trade show. For additional information, please contact TAPPI at 800-332-8686 (USA), 800-446-9431 (Canada), +1-770-446-1400 (International) or visit our website at www.corrugatedweek.org

First Name MI Last Name

Title

Company

Address

City Postal Code Country

Phone Fax

E-mail

Come and See Us At Booth Number:

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Come and See Us At Booth Number:

Promotional Opportunities

Make sure that your message is seen and heard by all Corrugated Week attendees. Promotional opportunities are designed to increase branding, traffic to your booth, and create excitement for your company. Whatever your marketing goals, there is a promotion that can help you achieve your objectives.

Sponsor Supplied?

To allow you to truly customize your sponsorship package, TAPPI is allowing Sponsors to provide materials for several of the available packages. TAPPI has staff and preferred vendors to help you supply these items should you not have a vendor of your own. If you need assistance with the purchasing process or getting your logo imprinted on your promotional piece, please contact Debbie Trimmer, dtrimmer@tappi.org or +1-770-209-7244 to review procurement options.

All Sponsor Supplied items must arrive at TAPPI offices by September 7, 2010 to ensure their distribution on-site.

BADGE LANYARDS $3,500

(Sponsor supplied)

Everyone must wear a name badge for access to the conference and the show... that's guaranteed exposure! Make sure it's your company name that appears on the official show lanyards. This sponsorship gives your company the opportunity to provide lanyards to all of the attendees when they retrieve their badges and show related materials.

(One Exclusive Opportunity for TAPPI & AICC Events)

BADGE HOLDER INSERTS $2,500

(Sponsor supplied)

Your supplied insert will be placed in every attendee badge holder with your message visible to all for the entire Corrugated Week. Great promotion for driving people to your booth.

(One Exclusive Opportunity for TAPPI & AICC Events)

EVENT BAG $1,000

(TAPPI will provide bags)

Don't miss the chance to sponsor the official show bags which are distributed to every attendee! As the sponsor of the attendee bags, your company's logo will be printed on the bag along with the TAPPI & AICC logos. Since every attendee receives a bag during registration, every attendee will carry your company's logo with them through the conference and on the show floor—and beyond!

(4 Opportunities)

FLOOR MAP $3,000

(TAPPI will produce and provide floor map)

Major Traffic-building promotion both pre-show and during the show! Your company gets exposure on 1 full side of the Map and will be highlighted on the show floor map directing attendees straight to your booth. One of the strongest traffic Builders we offer!

(One Exclusive Opportunity for TAPPI & AICC Events)

LITERATURE IN THE SHOW BAGS $750

(TAPPI will provide bags)

Place a flyer, brochure or other insert in the Official Show Bag. All TAPPI & AICC conference attendees will receive this bag!

(5 Opportunities)

New! AISLE SIGN SPONSOR ..... $5,000 (8 Aisles)

This is a highly visible promotion and an incredible opportunity to get your logo on every aisle sign in the Exhibit Hall. As attendees walk the Show Floor, it is impossible to miss your company branding – and impact.

(One Exclusive Opportunity)

New! OFFICIAL SHOW WEBSITE SPONSOR $2,500

Have your company logo on the Official Show Website (www.corrugatedweek.org) that also links to your company website. TAPPI & AICC will both use this site to post all show-related information, and attendees will refer to the site for show updates, exhibitor listings, and conference and networking functions. Capture email addresses of all click-throughs to your site, and have top visibility on a high traffic website.

CYBER CAFE.....$5,000

(Equipment supplied by Show Management)

You'll be the hero to Corrugated Week attendees by providing an online connection back to their offices. We provide the hardware, software and connections to the Cyber Cafe. Includes sponsor wall paper and screen saver if provided. In addition to signage and a ton of pre-show promotion, you'll be the hottest host for all who want to stay connected.

(One Exclusive Opportunity)

CONFERENCE NOTEPAD $2,000

(Sponsor to provide notepads)

BONUS: Notepads distributed at both conferences

Everyone needs a notepad to capture those great sessions! Have your notepad personalized with your information or included in the pad. We will distribute to all paid Corrugated Week Conference attendees. ***(One Exclusive Opportunity)***

REGISTRATION PENS $850

(Sponsor to provide pens)

BONUS: Pens distributed at both conferences

Your customized pen will be a handy tool that will be used and retained - with your message at attendees' fingertips. An effective way to put your name in front of TAPPI & AICC attendees the moment they arrive. ***(One Exclusive Opportunity)***

CONTINENTAL BREAKFAST SPONSOR.....$3,000 per Breakfast

Distribute literature, greet attendees and receive onsite signage at a continental breakfast – open to all conferences attendees. Also receive exposure in the Official Event Guide, list usage pre or post show for a one direct mailing through a bonded mail house and literature in the Official Show Bag. ***(3 Opportunities)***

NETWORKING BREAKS.....$750 per Break

This sponsorship is a great way to impact attendees who will be thankful for your hospitality and attentive to your message. Your literature can be distributed at the break, as signage spotlights your company as the break sponsor. ***(5 Opportunities)***

COFFEE BREAK SLEEVES ..... $325 per Break,

(Sponsor to provide Sleeves)

Receive extra exposure as attendees drink their coffee out of cups with customized Corrugated coffee sleeves imprinted with your company name or logo. Available for TAPPI and AICC Breaks. ***(5 Opportunities)***

Exhibit Hall Hours

Open Wednesday, October 6th and Thursday, October 7th
1:00-5:00PM

Highlights

- **TAPPI Golf Tournament on Monday afternoon, October 4th**
- **Conference Reception on Tuesday, October 5th**
- **AICC Opening Reception on Wedensday, October 6th**
- **AICC Reception at Camden Yards, Thursday, October 7th**

We're open to customize programs and work with you.

Contact :
LINDA COHEN
lcohen@tappi.org
914-944-0135

Terms & Conditions Governing Exposition & Sponsorship

1. Definitions. "Show," means the specific expositions or conferences identified on the TAPPI Agreement for Exhibit Space. "Hall" means the facility in which the Show is conducted. "Management" means TAPPI together with each of its officers, directors, shareholders, agents, affiliates, representatives, employees and assigns, unless the context requires otherwise. "Exhibitor" means the applicant identified on the TAPPI Agreement for Exhibit Space together with each of its officers, directors, shareholders, agents, affiliates, representatives, employees and assigns, as applicable. "Sponsor" means the applicant identified on the TAPPI Sponsorship Agreement together with each of its officers, directors, shareholders, agents, affiliates, representatives, employees and assigns, as applicable.

2. Limitation of Liability. By submitting an Agreement for Exhibit Space or Sponsorship, Exhibitor/Sponsor releases Management, the Hall, and their respective affiliates, representatives, employees and agents from any and all liability for any damage, loss, harm or injury to the person or any property of Exhibitor/Sponsor or any of its officers, directors, employees, agents, representatives or invitees resulting from, or arising out of submission of an application and/or participation in the Show (including the negligence of Management or the Hall, or its affiliates, representatives, employees and agents, or the negligence of any other person present at the Show, or from theft, fire, water, accident or any other cause). In no event will Management or the Hall, or any of its affiliates, representatives, employees and agents, be liable for any special, incidental, indirect, punitive or consequential damages arising out of or in connection with this Agreement. The liability of Management and its affiliates, representatives, employees and agents and Exhibitor/Sponsor's remedy for any claim of loss or damage arising from or related to this Agreement, regardless of the form of action, will be limited to one-half of the fees paid to Management hereunder. Exhibitor/Sponsor agrees that Management will not be liable in the event of any errors or omissions in the Exhibitor Service Manual, the Show's directory listing or in any other materials provided by Management. Exhibitor/Sponsor acknowledges and agrees that Management makes no representation or warranties with respect to the number of exhibition attendees or the demographic nature of such attendance.

3. Use of Space. Conditioned upon the Hall placing the exhibit space applied for herein at the disposal of Management, the Show is to be held at the Hall on the dates specified on the Agreement for Exhibit Space. Exhibitor will design and maintain its exhibit in conformity with the general theme and tenor or the Show and will keep its exhibit presentable at all times. Possible complaints regarding the allocated exhibit booth are to be lodged with Show Management before space is occupied. Management reserves the right to decline, prohibit or expel any exhibit, or item or feature thereof which, in its judgment, is inappropriate or out of keeping with the character of the Show, this reservation being all inclusive as to persons, things, printed matter, product, conduct, sound level, etc. All booth arrangements will conform in all respects to the dimensional, height and other requirements as indicated in the Exhibitor Service Manual. Any space not occupied by Exhibitor at the time set for completion of installation of displays will be reassigned at the discretion of Management, in which case all amounts paid or payable by Exhibitor will be forfeited unless special arrangements have been approved in writing by Management. Exhibitor agrees to keep its exhibit open and staffed at all times during the Show hours. Failure to comply with the rules and regulations of this agreement or as stated in the Exhibitor Service Manual will result in the alteration or removal of the booth at the Exhibitor's expense. Rental fees for services and exhibit space are not refundable. Exhibitors will be bound by all pertinent laws, codes and regulations of municipal or other authorities, having jurisdiction over the Hall or the conducting of said exhibit, together with the rules and regulations adopted by the Hall.

4. Available Services. On behalf of the Exhibitors, Management has designated official Show contractors to provide drayage, cartage, furniture, booth and floor decorations, signs, photographs, telephone services, etc. Services of electricians, plumbers, carpenters and other labor will be available and charged for at the prevailing rates. Contractors and rates will be listed in the Exhibitor Service Manual. Management assumes no responsibility or liability for any of the services performed or materials delivered by Show contractors. Arrangement for these services and payments are to be made between Exhibitors and official Show contractors. Exhibitor agrees to comply with all regulations requiring union labor. Rules and regulations for union labor are made by the local unions and these regulations may be changed at any time.

5. Installation and Dismantling. Complete information, instructions and schedule of prices regarding receiving, set-up, display and removal of exhibits will be included in the Exhibitor Service Manual. Such requirements will be binding upon the Exhibitor as though fully set forth herein. Move-in and move-out times and access outside of Show hours are limited to those described in the Exhibitor Service Manual.

6. Broadcasts; Copyrighted Materials. No visual or audio recording or transmission will be made of the Show without Management's prior written consent. Exhibitor/Sponsor will not violate any copyrights with respect to writings, music or other materials used by it at the Show or at any function which is part of, affiliated with, or held in conjunction with the Show as stated in the Exhibitor Manual.

7. Promotional Matters; Electronic Messages. Exhibitor/Sponsor hereby grants Management a fully-paid, perpetual, non-exclusive worldwide license to use, display and reproduce Exhibitor/Sponsor's name, trademarks, service marks, logos, trade names, copyrighted content, hypertext links, domain names, icons, buttons, banners, graphic files and images in any directory (any media) of Show exhibitors and to use same in Show promotional materials. By providing Management with its e-mail address(es), Exhibitor/Sponsor hereby consents to receiving unsolicited commercial e-mail messages from Management, its affiliates, partners and assigns, and third parties licensed to send such messages to Exhibitor/Sponsor by any of the foregoing. Management may also take photographs, motion pictures and/or video recordings of Exhibitor's booth space, exhibit and related merchandise and displays, and its personnel, and Exhibitor/Sponsor consents to Management's use of such recordings for promotional purposes.

8. Exhibition Activities. Exhibitor/Sponsor will not schedule or conduct any outside commercial activity, including receptions, seminars, symposiums and hospitality suites during the Show, whether such activities are held at or away from the Hall facility, except with the prior written approval of Management.

9. Attendance. Management will have sole control over admission policies at all times.

10. Indemnifications; Insurance. Exhibitor/Sponsor agrees to indemnify, defend and hold harmless Management and the Hall, and their respective officers, directors, employees, agents and representatives, from any and all claims, demands, suits, liability, damage, loss, cost, attorneys' fees and expenses of whatever kind or nature which might arise out of Exhibitor/Sponsor's use of exhibit space or participation in the Show, or any action or failure to act of Exhibitor/Sponsor or any of its officers, directors, employees, agents or representatives (including claims of damage or loss to property or harm or injury to a person or persons). Exhibitor/Sponsor agrees to maintain adequate insurance to fully protect Management and its affiliates, co-sponsors, service contractors and the Hall from any and all claims, arising from Exhibitor's activities including the installation, operation and dismantling of Exhibitor's display, as more particularly described in the Exhibitor Service Manual. This coverage should be evidenced by a certificate of insurance, naming Management, the Official Service Contractor and the Hall as additional insurers. Exhibitor/Sponsor understands that neither the Management, the Official Service Contractor nor the Hall maintains insurance covering the Exhibitor/Sponsor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor/Sponsor is responsible for any and all damages caused by Exhibitor/Sponsor or Exhibitor/Sponsor's agents, employees or guests.

11. Taxes and Licenses. Exhibitor/Sponsor will be responsible for obtaining any licenses, permits or approvals required under Federal, state or local law applicable to its activity at the Show. Exhibitor/Sponsor will be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that will become due to any governmental authority in connection with its activities at the Show.

12. Change of Space; Show Location and Dates. Management will have the right, in its sole discretion upon notice to Exhibitor/Sponsor, to change Exhibitor/Sponsor's space assignment after the acceptance of this agreement if it is deemed to be in the best interest of the Show. Management will make reasonable efforts to ensure that any reassignment will be to an exhibit space that is of the same general style and size as Exhibitor/Sponsor's original space. If a reduction in Exhibitor/Sponsor's space is necessary, in Management's opinion, Exhibitor/Sponsor will be reimbursed on a pro-rata basis. Management may re-name or re-locate the Show or change the dates on which it is held, without the consent of Exhibitor/Sponsor. In such event, no refund will be due to Exhibitor/Sponsor, and Management will assign to Exhibitor/Sponsor, in lieu of the original space, such other space as Management deems appropriate, and Exhibitor/Sponsor agrees to use such space under the terms of this agreement.

13. Termination of Agreement. Management reserves the right to terminate this agreement immediately upon written notice if Exhibitor/Sponsor breaches any of the representations, warranties, covenants, terms or conditions set forth herein or in the Exhibitor Service Manual, including the failure to make any payment when due.

14. Cancellation of Event. Management may cancel all or part of the Show or reduce the amount of space allocated to the Show for any reason in its sole discretion and for acts beyond its control (e.g., acts of God, war, government regulation or advisory, acts and/or threats of terrorism, civil disorder, fire, flood, explosion, earthquake, disasters, accidents or other calamity or casualty, labor dispute, strikes or threats of strikes, and curtailment of transportation facilities). If the Show is canceled by Management in its entirety, this agreement will terminate and Management will refund to Exhibitor/Sponsor no more than a prorated amount of the aggregate exhibit fees received after deducting expenses incurred and to be incurred by Management, plus reasonable compensation to Management, but in no case will the amount of the refund exceed the amount of the exhibit fee paid in full satisfaction of all liabilities of Management to Exhibitor/Sponsor. Refunds will not be made for partial cancellations or reductions in the size or scope of the Show. Any Exhibitor/Sponsor canceling this agreement prior to any cancellation of the Show by Management will not be entitled to any refund pursuant to this paragraph.

15. Cancellation By Exhibitor. Requests for cancellations and/or refunds must be in writing and received by Management 60 days prior to the event at which time a refund equivalent to 50% of total fee will be issued. Cancellations between 60 and 30 days before the event will receive a refund equivalent to 25% of total fees. No requests for refund will be granted within 30 days before the event. This amount will be liquidated damages, for the damages Management will suffer as a result of Exhibitor's or Sponsor's cancellation, and not as a penalty. The parties agree that withdrawal of the space reserved from availability at a time when others would be interested in applying for it will cause Management to sustain damages that, while substantial, are not capable of precise determination. Therefore, this provision for liquidated damages has been included as a valid pre-estimate of these damages. Cancellation fees cannot be applied toward exhibit space at other shows or advertisement. Upon any cancellation of this agreement or withdrawal by Exhibitor or Sponsor from the Show, Management will have the right, but not the obligation, to license the subject Show space or services to another exhibitor or sponsor prior to the Show without any rebate or allowance whatsoever to the Exhibitor and without in any way releasing said Exhibitor from any liability hereunder. No booth or service can be re-sold, sublet, or substituted by Exhibitor/Sponsor to another company.

16. Assignment/Booth Sharing/Reduction of Space/Services. Management may assign this Agreement without the prior written consent of Exhibitor/Sponsor, and any such assignee will become "Management" for all purposes hereunder and will acquire all of rights and obligations of Management hereunder. Exhibitor/Sponsor cannot assign this agreement, in whole or in part, without the prior written approval of Management. In the event of the merger of two Exhibitors/Sponsors, Management will use reasonable efforts to consolidate the space or service contracted by the Exhibitors/Sponsors into one location or package equal to the aggregate space originally purchased by the Exhibitors/Sponsors when they were independent or into a location or sponsorship package equal to the packages originally purchased. However, if that is not possible, the surviving Exhibitor/Sponsor will be liable for the exhibit space at the locations and/or sponsorship packages originally contracted by the merged Exhibitors/Sponsors. If Exhibitor/Sponsor desires to cancel this agreement, Exhibitor/Sponsor may only do so by giving notice thereof in writing sent to Management with evidence of receipt. In such case, Exhibitor/Sponsor will continue to be liable for 100% of the total exhibit or sponsorship fee unless the written notice of cancellation is received by Management. No refund will be provided for cancellations if the space is not rented to another exhibitor/sponsor regardless of date of notice. Exhibitor/Sponsor is responsible for all booth and promotional fees incurred prior to and including cancellation date. Non-refunded deposits and payments are not applicable toward payment for space at future shows**.** Please see contract for cancellation terms.

A reduction of exhibit space or sponsorship package shall be looked upon as a cancellation of existing space or package and exhibitor/sponsor will be relocated or reallocated based on the judgment of Show Management. Any monies already paid before reduction of exhibit space or sponsorship package will be applied to the exhibitor's new space or sponsorship package. However, if the amount paid is more than the amount due for rental or new space or new sponsorship package, the exhibitor will not be entitled to any refund.

17. Exhibitor/Sponsor Representatives Responsibility. Exhibitor/Sponsor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative will be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor/Sponsor will be responsible. If no such person is named, the signature of the exhibit and sponsorship agreement will be designated.

18. Applicable Law and Venue; Costs. This Agreement will be governed by Georgia, USA law without application of its conflict of laws principles. Any suit relating to this agreement will be instituted in a state or federal court in Atlanta, GA, USA and the parties submit to the exclusive jurisdiction of any such court. In any action to enforce its rights hereunder, including collection of amounts due hereunder, Management will be entitled to recover all costs of collection including all reasonable attorneys' fees, court costs and interest.

19. Sponsorship Agreement. All rules and regulations of all applicable sponsorship agreements and related materials are hereby incorporated into this Agreement.

20. Additions or Corrections. Management reserves the right to amend or interpret this Agreement and to adopt further regulations as may be deemed necessary by it for the general success of the Show, including the conditions, rules and regulations stated herein, in the Exhibitor Service Manual, sponsorship materials and in the Hall license, to which Management is or will be a party, all of which are made a part hereof as though fully incorporated herein, and the Exhibitor agrees to be bound thereby.

21. Severability. If for any reason a court of competent jurisdiction finds any provision or portion of this Agreement to be unenforceable, that provision will be enforced to the maximum extent permissible so as to affect the intent of the parties, and the remainder of this Agreement will continue in full force and effect.

22. Costs, Expenses and Attorneys' Fees. If either party commences any action or proceeding against the other party to enforce or interpret this Agreement, the prevailing party in such action or proceeding will be entitled to recover from the other party the actual costs, expenses, and attorneys' fees (including all related costs and expenses) incurred by such prevailing party in connection with such action or proceeding and in connection with obtaining and enforcing any judgment or order thereby obtained.

23. Future Participation. To reward fairly participation in TAPPI's Corrugated shows, we have developed a system of points to use in assigning future booth space. The points accumulate from year to year activity, and the opportunity to engage in such activity is open to all companies. Points are assigned as follows: 3 points for every 100 square feet of exhibit space paid; 1 point per US$2,500 in sponsorship paid; 3 points for TAPPI Sustaining Company Membership. The points are awarded to the company from which payment is received. If the payment received from one company is for a "shared" booth situation or other shared activity, then any distribution of the points is up to the paying company (please notify TAPPI of your decision on any division of points). If payments from more than one company are received by TAPPI for one invoiced item, then the points will be divided in proportion to dollar amount. Points accumulated from past years' rules have been preserved and tabulated, and the exhibitor is welcome to know their point accumulation at any time. If companies have been acquired, then points may be transferred as long as sufficient evidence is presented for rights to succession. Management will have the right, in its sole discretion upon notice to the exhibitor, to resolve any and all disagreements regarding the allocation of points towards future participation.

24. Entire Agreement. This application, along with the aforementioned rules and regulations, when executed by Exhibitor and accepted in writing by Management, will constitute a valid and binding license agreement, and contains the entire agreement of the parties concerning the subject matter hereof. This agreement may not be modified, discharged or terminated except by a written instrument, signed by the party to be charged. The rights of Management hereunder will not be waived except in a writing signed by a duly authorized officer of Management. This agreement will be binding upon, and inure to the benefit of, each of the parties hereto and their respective legal representatives, successors and permitted assigns. The interpretation of the provisions of this agreement, the relevant building regulations and Exhibitor Service Manual, as the same may be in effect from time to time, is reserved solely to Management, whose interpretations will be final, binding and conclusive in all respects. Nothing in this provision, however, will preclude Management from adopting additional rules and regulations, orally or in writing, as provided in paragraph 20 hereof.

2010 Corrugated Week Sponsorship Application

Sponsorship Options
(Please check your sponsorship choice and total at the bottom)

☐ Platimum Sponsor—$13,500 Special/ $15,000 after 2/1/10

☐ Gold Sponsor—$10,000 Special/ $12,000 after 2/1/10

☐ Badge Lanyards—$3,500 (Sponsor Supplied)

☐ Badge Holder Inserts—$2,500 (Sponsor Supplied)

☐ Event Bag—$1,000 (TAPPI provides)

☐ Floor Map—$3000 (TAPPI will produce and provide)

☐ Literature in Show Bag—$750

☐ Aisle Sign Sponsor (8 Aisles)—$5,000

☐ Official Show Website Sponsor—$2,500

☐ Cyber Café—$5,000
(Equipment supplied by Show Management)

☐ Conference Notepad—$2,000 (Sponsor provided)

☐ Registration Pens—$850 (Sponsor provided)

☐ Continental Breakfast Sponsor—$3,000 per Breakfast

☐ Networking Breaks—$750 per Break

☐ Coffee Break Sleeves—$325 per Break (Sponsor supplied)

☐ Reception Sponsor – $750

Company: _____ **Contact Name:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Country:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Web Address: **(for recognition on TAPPI Website)** _____

Signature: _____

By signing this document you hereby agree to the terms and conditions set forth in the Sponsorship Prospectus.

Payment Information: Balance due with signed contract

☐ **Check** **(make checks payable to TAPPI in US dollars)** **Amount enclosed:** _____

☐ **Credit Card** **(check one)** ☐ **Amex** ☐ **Visa** ☐ **Master Card** ☐ **Diners Club**

Card Number: _____ **Expire Date:** _____

Name on Card: _____

Authorized Signature: _____

Return completed application to:
TAPPI—Attn: 2010 Corrugated Week Sponsorship
15 Technology Parkway South, Norcross, GA 30092 USA
Phone: +1-914-944-0135; Fax: +1-914-944-0377
Email: lcohen@tappi.org

SHOW REGULATIONS
2010 Corrugated Week
Hilton Baltimore, Baltimore, MD
October 4 - 8 • Show Dates: October 6 - 7

Aisle Space
Exhibitors shall not solicit business in the aisle or engage in any activity that leads to congestion in the aisles.

Americans with Disabilities Act
Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold TAPPI harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against TAPPI, its officers, directors, agents, or employees on the bases of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

Attendee Restrictions
The 2010 Corrugated Week is open to the trade only. Under no circumstances will children under 16 years of age be admitted to the exhibit floor during move-in or move-out times. While the show is open, children under 12 years of age will not be admitted to the exhibit hall.

Booth Staffing
Exhibits must be manned during official show hours. Booth representatives shall wear show identification badges furnished by the 2010 Corrugated Week. No other identification will be considered valid if worn without the official show badge and badge holder.

Booth Cleaning
Show Management will provide aisle cleaning and cleaning crews for general exhibit hall clean up before show opening each show day. Exhibitors must arrange through Shepard, at their expense, for their own individual booth cleaning if desired.

Decimeter Guidelines
Sound presentations will be permitted if tuned to conversational levels and if not objectionable to neighboring exhibitors. Sound must not carry beyond the immediate area of display. Loudspeakers must be positioned to direct sound into the center of the exhibit and may not point out into the aisles. Noise resulting from exhibitor demonstrations or presentations should not interfere or disturb surrounding exhibitors and their patrons or cause aisles to become blocked. Exhibitors will receive a first and second warning if sound levels are excessive. Receiving a third warning will result with all electrical power to the booth terminated for the remainder of the show day. The exhibitor will be responsible for charges to reconnect electrical service to the booth.

Demonstrations/Booth Entertainment
As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. If entertainment or demonstration volume is disruptive to neighboring booths, Show Management reserves the right to request the entertainment or demonstration cease or be limited. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space. **TAPPI does not allow live music to be played on the show floor.**

Dismantling
All displays must remain intact until the official close of the show. No exhibitor may begin dismantling, packing or moving-out prior to the close of show at 5:00pm on Thursday, October 7th. Anyone dismantling their booth before 5:00pm will lose Priority Booth Selection points and jeopardize their company's participation in future TAPPI exhibits.

Exhibit Hall Access (For Exhibitors on Show Days)
Exhibitors will be allowed on the Exhibit Hall (1) hour before the exhibit opens on Wednesday, October 6th and Thursday, October 7th. Exhibitors may remain in their booths (1) hour after the exhibit hall closes on Wednesday, October 6th.

Exhibit Space Payment
Show Management will permit no exhibit installation unless all fees are paid in full.

Exhibitor Appointed Contractors (EACs)
Exhibitors may select any contractor for installation and dismantling services, provided the contractor has met all requirements of the Hilton Baltimore and Shepard Exposition Services. Shepard Exposition Services must be informed of intent to use an Exhibitor Appointed Contractor (EAC) by submitting the Exhibitor Appointed Contractor Notification form by September 7, 2010. See *SHOW REGULATIONS* for complete information on the use of EACs at the Corrugated Week.

Exhibitor Service Desk
The Exhibitor Service Desk will be located on the Exhibit Floor and will be open from 8:00am-5:00pm during official show move-in days.

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Exposed Walls
All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, graphics or other advertising. Exhibitors using curved pop-up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposes the back scaffolding.

Fire and Safety Regulations
Exhibitors are expected to comply with all city regulations in effect at the Hilton Baltimore. Any and all material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted that the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public space.

Floor Covering/Carpet
The Key Ballroom is carpeted; therefore, carpet is included with the booth space. If you'd like additional flooring, you may order carpet through Shepard Exposition Services. To order carpet, see the carpet order form located under *DECORATOR SERVICES*.

Food and Beverage Sample Distribution
All food and beverages handed out by an exhibitor must be ordered through the exclusive in-house catering and food service provider at the Hilton Baltimore. To order in booth catering, see the order form located under *ADDITIONAL EXHIBITOR SERVICES*. The making and/or distribution of popcorn is not permitted on the show floor.

Hanging Signs
Due to the height restrictions at the Hilton Baltimore, hanging of signs is not permitted.

No signs or advertising devices shall be displayed outside exhibit space. Nothing shall be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. For additional questions regarding signage within the confines of your exhibit space, please contact Grayson Lutz at glutz@tappi.org.

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Hosted Events by Suppliers/Hotel Meetings/Hospitality Functions

As a courtesy to all conference participants, TAPPI requires that companies planning to host extracurricular events schedule them so as not to conflict with scheduled TAPPI activities such as technical sessions, committee meetings, receptions, exhibit hours, award ceremonies, group meals, or other conference functions. If you are planning to host a group event, please contact Grayson Lutz at glutz@tappi.org or 678-471-5838.

Installation

Installation of displays must be under way no later than 5:00pm Tuesday, October 5th, unless otherwise discussed with Show Management. If installation has not begun at that point, Show Management reserves the right to have the display installed at the expense of the exhibitor, or to assign the space to another exhibitor.

Insurance & Liability

Exhibitors shall, at their sole cost and expense, procure and maintain throughout the term of their contract for exhibit space, comprehensive general liability insurance against claims for bodily injury and property damage occurring in/upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of no less than $1,000,000. Exhibitors shall, at their sole cost and expense, procure and maintain throughout the term of their contract for exhibit space, worker's compensation covering all of the exhibitor's employees engaged in the performance of any work for the exhibitor. Exhibitors are responsible for insuring the safety of their personal property and exhibit materials from theft, damage, accident, fire and other causes. All exhibit materials remain in the exhibitor's care, custody and control at all times. The exhibitor agrees by signing the Exhibit Space Contract, to carry appropriate insurance to cover these risks. Show Management assumes no liability or responsibility.

Literature/Product Distribution

Exhibitors must confine their exhibit activities to the space for which they have contracted. Distribution outside of the booth space is strictly prohibited.

Marketing Resources

TAPPI is committed to helping you have a successful experience at Corrugated Week 2010. To accomplish this, we encourage each exhibitor to invite customers and potential customers to come visit the show. To accomplish this, we will make resources available in the Exhibitor Resources section of www.corrugatedweek.org. Check this section often for ways to promote your participation and presence at Corrugated Week! Easy steps include posting a Corrugated Week

banner on your webpage, including reference to the show and your booth number in each sales representatives outgoing email signature, and sending email campaigns to your customer base.

Music Licensing
Music licenses are required through ASCAP (American Society of Composers, Authors & Publishers) at licensing@ascap.com or 800.505.4052 and BMI (Broadcast Music Inc.) at licensing@bmi.com or 877.264.2139 for any live or recorded music. Music licenses can be requested by contacting ASCAP & BMI using the contact information provided below.

P.A. Announcements
Show Management will restrict announcements to general show and public safety information only.

Photography/Videotaping
Photographing and videotaping within the Exhibit Hall is restricted to 1) the official Corrugated Week photographer and video crew 2) photographers and video crews engaged by exhibits and registered as EAC's to photograph or videotape their specific exhibit and 3) press/media who have obtained permission from exhibiting companies.

Rule & Regulations/Amendment to Regulations
Exhibitors agree to abide by the rules and regulations of Show Management by virtue of the signing of their Exhibit Space Contract. The Terms & Conditions are located on the back of the Exhibit Space Contracts. All regulations outlined in this document will remain in effect during the entire installation, show days and dismantling. Any and all matters not specifically covered by either of these documents will be subject solely to the judgment of Show Management and may be amended at any time, with reasonable notice.

Security
Show Management will provide 24-hour perimeter security service from installation to dismantle. However, exhibitors are responsible for the security of their displays, personal items and personnel at all times. *No responsibility is assumed by Show Management or any of its contractors for merchandise lost or damaged*. Additional security is encouraged and can be ordered through CES Security under *ADDITIONAL EXHIBITOR SERVICES.*

Show Guide
Each exhibiting company is entitled to a company description/listing in the Show Guide. To be included, please send your company description (no more than 50 words) and hi-resolution version of your logo (jpeg, gif, tif acceptable) to Debbie Trimmer, dtrimmer@tappi.org. Show Guide listings must be received by August 13, 2010. Listings received after this date may not make the Show Guide.

SHOW REGULATIONS
2010 Corrugated Week
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Smoking Policy
The Hilton Baltimore is a non-smoking facility. Smoking is prohibited on the Exhibit Floor.

Storage
Storage of any kind behind exhibit booths will not be permitted. Please contact Shepard Exposition Services for accessible storage capabilities and rates.

Use of TAPPI Logo
Exhibitors may not duplicate the TAPPI association logo in any form. However, exhibitors may use the show logo to promote their participation in the show.

Vehicles on the Exhibit Floor
Vehicles are not allowed on the exhibit floor for display purposes.

Violation of above Show Regulations
If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future TAPPI shows. Any and all matters or questions not specifically covered by the show rules and regulations shall be subject solely to the decision of Show Management. These rules and regulations may be amended at any time by the Sponsors and all amendments made shall be binding on exhibitors equally with the foregoing rules and regulations.

SHOW REGULATIONS
2010 Corrugated Week
Hilton Baltimore, Baltimore, MD
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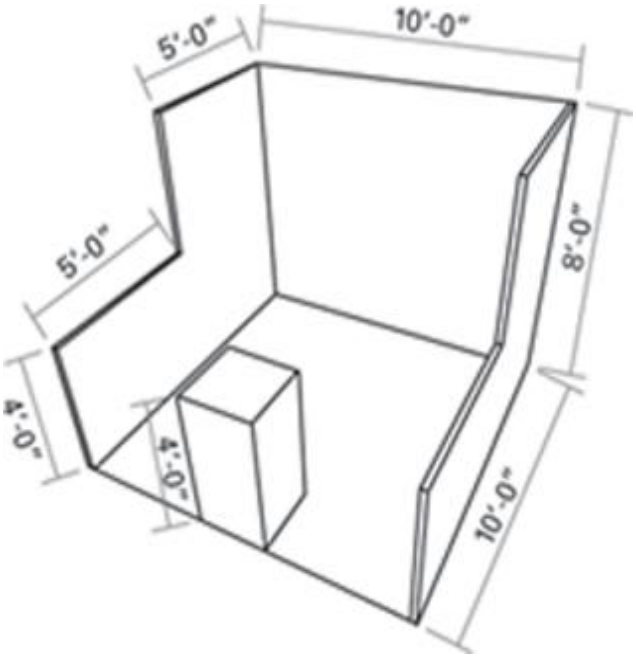
SHOW LINE-OF-SIGHT AND HEIGHT RULES

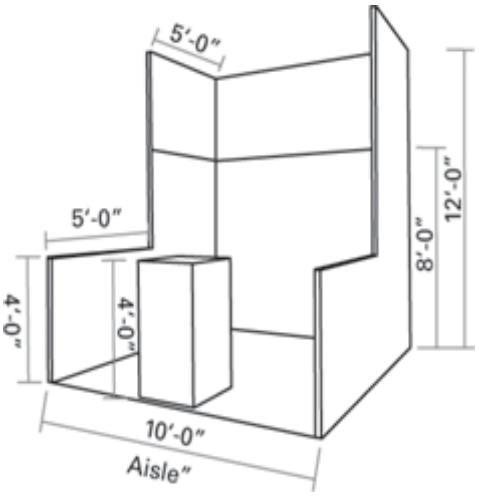
In-line Linear Booth



In-line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Contrary to the diagram, In-line booths are a minimum of ten feet (10') wide and eight feet (8') deep, (8' x 10'). The maximum back wall height limitation is eight feet (8') high. Regardless of the number of In-line booths utilized, (8' x 10', 8' x 20', etc.) display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (8') of an adjoining booth.)

Perimeter Booth



A perimeter booth is simply an in-line booth that backs up to a wall of the exhibit facility rather than to another exhibit.

All guidelines for in-line booths apply to perimeter booths except that the maximum back wall height is twelve feet (12').

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

SHOW INFORMATION

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - White
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Blue & White
Aisle carpet color: **Facility is carpeted wall to wall.**

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Tuesday, October 5, 2010**	**1:00 PM - 5:00 PM**
Exhibit Hours:	**Wednesday, October 6, 2010**	**1:00 PM - 5:00 PM**
	Thursday, October 7, 2010	**1:00 PM - 5:00 PM**
Exhibitor Move-out:	**Thursday, October 7, 2010**	**5:00 PM - 8:00 PM**
	Friday, October 8, 2010	**8:00 AM - 10:00 AM**
Freight Re-route Time:	**Friday, October 8, 2010**	**8:00 AM**

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Tuesday, September 7, 2010**
Discount price deadline for all Shepard orders:	**Wednesday, September 15, 2010**
First day for warehouse deliveries without a surcharge:	**Tuesday, September 7, 2010**
Last day for warehouse deliveries without a surcharge:	**Monday, September 27, 2010**
First day freight can arrive at show facility:	**Tuesday, October 5, 2010 at 2:00 PM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Corrugated Week
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Corrugated Week
Hilton Baltimore Convention Center Hotel
401 West Pratt St
Baltimore, MD 21201

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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ONLINE ORDERING INSTRUCTIONS

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

ATTENTION EXHIBITORS

ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on online ordering
3. Click on Corrugated Week
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking login
   If you do not have a password, you will need to do one of the following:
   a. Create a profile with Shepard by clicking create profile and following the prompts.
   OR
   b. Get a previously generated password by clicking "Forgot your password?" and following the prompts.
6. Once you log in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Now you can begin your online ordering experience.

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on

If you wish to delete an item from your shopping cart, click next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service
(410) 737-9270
baltimore@shepardes.com

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Baltimore, MD 21227

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PAYMENT AUTHORIZATION

Corrugated Week

October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Corrugated Week
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** Bank of America, Atlanta, Georgia USA
Routing Number: 0260-0959-3 **Account Number:** 3278494077
SWIFT CODE (US): BOFAUS3N **SWIFT CODE (INTL):** BOFAUS6S

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

Corrugated Week

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportatio
after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

Shepard Exposition Services
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Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
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Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

THIRD PARTY PAYMENT AUTHORIZATION

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- ☐ All services
- ☐ Rental Furniture
- ☐ Carpet
- ☐ Other (please specify): _____
- ☐ Signage
- ☐ Exhibit Display Rentals
- ☐ Cleaning
- ☐ Material Handling
- ☐ Overhead Rigging/Labor
- ☐ Installation/Dismantling Labor

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

JOHN BUTTINE INC.
INSURANCE

Corrugated Week
Hilton Baltimore Convention Center Hotel
October 6-7, 2010
Baltimore, Maryland

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Show Management requires that all exhibitors carry Commercial General Liability Insurance with limits of at least $1,000,000 per occurrence, $2,000,000 aggregate. **Show Management and the venue** shall be named as Additional Insured. This insurance must be in force during the lease dates of the event:
October 6-7, 2010

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is $100 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family of even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: $10,000, $25,000, and $50,000 and the cost ranges from $250 to $750 per event.

IT'S EASY TO APPLY…

- Go to http://www.buttine.com/eventExhibitor.html to complete our online applications
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is ONE week prior to the Event Start Date

QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Attn: Kendra Reilly
Phone: 212-697-1010 ext.49
Email: kar@buttine.com

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

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EXHIBITOR APPOINTED CONTRACTOR

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Deadline Date: September 7, 2010

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all usual trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

Event Code: M116101010 **Discount Deadline: September 15, 2010**

SIGNATURE SERIES PACKAGES

Corrugated Week
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Signature Series - We Make Exhibiting EZ!!

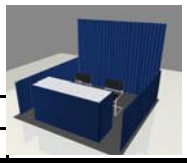
Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66320		635.30	825.90	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

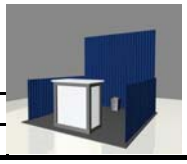
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		649.50	844.35	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66326		738.25	959.75	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66329		2047.60	2661.90	

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). $110.00

☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. $275.00

Subtotal:	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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EXPO FURNISHINGS

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Discount Deadline: September 15, 2010

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	111.60	145.10	
50046			6'L X 30"H	130.35	169.45	
50050			8'L X 30"H	161.20	209.55	
50043			4'L X 42"H	123.45	160.50	
50047			6'L x 42"H	161.20	209.55	
50051			8'L x 42"H	186.00	241.80	
50052			4th Side 30"	59.55	77.40	
50171			4th Side 42"	59.55	77.40	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	61.45	79.90	
50044		6'L X 30"H	71.90	93.45	
50048		8'L X 30"H	86.50	112.45	
50041		4'L X 42"H	69.15	89.90	
50045		6'L x 42"H	86.50	112.45	
50049		8'L x 42"H	97.25	126.45	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	37.20	48.35	
50084		6'L X 6"H	47.40	61.60	
50086		8'L X 6"H	60.05	78.05	
50083		4'L X 12"H	75.25	97.85	
50085		6'L x 12"H	93.70	121.80	
50087		8'L x 12"H	104.70	136.10	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	17.90	23.25	
50078		6'L X 6"H	25.10	32.65	
50080		8'L X 6"H	32.50	42.25	
50077		4'L X 12"H	34.70	45.10	
50079		6'L x 12"H	49.60	64.50	
50081		8'L x 12"H	60.60	78.80	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	55.05	71.55	
50021		Arm Chair	60.60	78.80	
50024		Stool w/back	71.60	93.10	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	16.60	21.60	
50094		Floor Easel	32.50	42.25	
50245		Literature Rack	173.85	226.00	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	124.85	162.30	
50092		Coat Rack	44.35	57.65	
50093		Garment Rack	124.85	162.30	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	36.55	47.50	
50102		Velvet Rope, 7'	70.55	91.70	
50095		Sign Holder, 22x28	104.70	136.10	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	12.40	16.10	

Please choose color from skirted table section.

Total Expo Furnishings:	$
6.000% Tax:	$
Amount Due:	$

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CARPETING & CLEANING

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EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Grey (10) ☐ Burgundy (07) ☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	147.40	191.60	
50256		10' x 20'	287.40	373.60	
50257		10' x 30'	427.45	555.70	
50258		10' x 40'	574.85	747.30	

Variation in dye lot may occur when ordering more than one cut of carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	3.10	4.05	

In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐ Black (06) ☐
Deep Navy (22) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Peacock (32) ☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	4.30	5.60	
46003		Rental 1000+/sq.ft	3.70	4.80	
46002		Purchase/sq.ft.	9.95	12.95	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fil out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.65	0.85	
50008		1" Padding	1.25	1.65	
50010		Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

_____ X _____ = _____ sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.40	0.50	
47002		Daily Vacuum	0.80	1.05	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.20	0.25	
47031		Daily Porter Svc	0.40	0.50	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	$
6.00% Tax:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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SPECIALTY FURNISHINGS/ACCESSORIES

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SPECIALTY CHAIRS AND TABLES

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	57.30	74.50	
51090		Director's Stool	102.50	133.25	
50032		Ped. Table,30"	198.95	258.65	
51089		Ped. Table,42"	225.95	293.75	
50030		Rnd Side Table	68.35	88.85	
50031		Sq. Side Table	68.35	88.85	

SHOWCASES

Full View

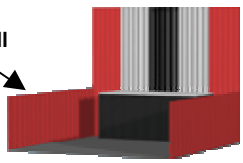
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	534.50	694.85	
50068		Full View 6'	589.60	766.50	
50069		Quarter View 4'	534.50	694.85	
50070		Quarter View 6'	589.60	766.50	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	27.50	35.75	
50098		Refrigerator	358.20	465.65	
50088		8' Upright	16.55	21.50	
50089		8' Crossbar	11.00	14.30	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

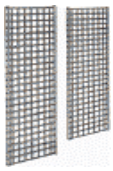
Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	14.05	18.25	
50074		3' High	11.10	14.45	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES

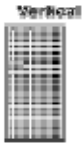


	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	127.80	166.15	
50237		2'X8' w/o legs, each	95.90	124.65	
50242		7-Ball Waterfall	8.80	11.45	

Other accessories available, please call customer service for more information.

1/4" PERFBOARD & VELCRO TACK BOARD

50065



50064

50061

	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	172.50	224.25	
50064		4'X8' Horz., 1/4"holes	172.50	224.25	
50104		6" Hooks (12)	28.40	36.90	
50060		4' X 8' Horz.	173.05	224.95	
50061		4' x 8' Vert.	173.05	224.95	

Total Specialty Furnishings/Accessories $
6.000% Tax: $
Amount Due: $

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Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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EXECUTIVE FURNITURE

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COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	519.55	675.40	
	LSM	460.60	598.80	
	OCB	377.60	490.90	
	Lisbon - Charcoal Leather			
	SOC	682.90	887.75	
	LSC	615.95	800.75	
	CHC	452.60	588.40	
	Memphis			
	MPS	488.75	635.40	
	MPC	346.80	450.85	
	Astro			
	SOQ	636.00	826.80	
	CHQ	420.45	546.60	
	Newport			
	SED	1328.30	1726.80	
	LSD	593.20	771.15	
	CHD	326.70	424.70	
	Miscellaneous Seating			
	SO1	589.15	765.90	
	OCU	362.85	471.70	
	OCW	709.70	922.60	
	OCY	176.75	229.80	
	Ottomans			
	OSA	281.20	365.55	
	OTP	313.30	407.30	
	OTM	350.80	456.05	
	OTH	107.10	139.25	
	OTD	99.10	128.85	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	249.05	323.75	
	C1F	227.65	295.95	
	C1C	234.30	304.60	
	C1M	227.65	295.95	
	End Tables			
	E1E	234.30	304.60	
	E1F	212.90	276.75	
	E1C	219.60	285.50	
	E1M	196.80	255.85	
	Lamps			
	LA1-floor lamp	139.25	181.05	
	LA2-table lamp	139.25	181.05	

Subtotal	$
6.000% Tax:	$
Amount Due:	$

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	380.30	494.40	
	CF2 (60"L)	366.90	476.95	
	CE1 (42"L)	262.45	341.20	
	CF1 (42"L)	249.05	323.75	
	Graphite Nebula - 29" High			
	CB2 (6'L)	409.75	532.70	
	CB3 (8'L)	496.75	645.80	
	CB1 (42"RND)	336.10	436.95	
	Mahogany - 29" High			
	CC6 (6'L)	380.30	494.40	
	CC7 (8'L)	468.65	609.25	
	CC8 (10'L)	745.80	969.55	
	CC5 (42"RND)	336.10	436.95	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	270.50	351.65	

CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	401.70	522.20	
	SC9	176.75	229.80	
	Luxor - Black Leather			
	XC3	329.40	428.20	
	XC2	357.50	464.75	
	XC1	380.30	494.40	
	Altura - Black Crepe			
	XC6	293.25	381.25	
	XC5	322.70	419.50	
	XC4	350.80	456.05	
	Brewer			
	SC3	156.65	203.65	
	SC2	156.65	203.65	
	Miscellaneous Chairs			
	SC8	145.95	189.75	
	SC1	167.40	217.60	
	SC4	167.40	217.60	
	SC6	204.90	266.35	

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Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	227.65	295.95	
	VTM	227.65	295.95	
30" Round x 42" High				
	VTK	219.60	285.50	
	VTJ	219.60	285.50	
	VTF	249.05	323.75	
	VTC	219.60	285.50	
	WTJ	278.50	362.05	
	WTF	306.65	398.65	

VTN

VTM

VTK

VTJ

VTF

VTC

WTJ

WTF

BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1276.05	1658.85	
	BRC	3672.90	4774.75	

BR1

BRC

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	167.40	217.60	
	BS2	167.40	217.60	
	BS1	167.40	217.60	
Banana - Chrome, 30" High				
	BST	224.95	292.45	
	BSS	224.95	292.45	
Oslo - 30" High				
	BSD	234.35	304.65	
	BSC	234.35	304.65	
Miscellaneous				
	BSL (29"H)	178.10	231.55	
	BSN (29"H)	253.10	329.05	

BS3

BS2

BS1

BST

BSS

BSD

BSC

BSL

BSN

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Subtotal	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
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Event Code: M116101010

EXECUTIVE FURNITURE

Corrugated Week

October 6-7, 2010

Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	211.55	275.00	
	ZTN	211.55	275.00	
	ZTM	211.55	275.00	
	XTP	285.20	370.75	
	XTN	285.20	370.75	
	XTM	285.20	370.75	
	30" Round x 29" High			
	ZTK	190.15	247.20	
	ZTJ	190.15	247.20	
	XTK	262.45	341.20	
	XTJ	262.45	341.20	
	XTF	289.20	375.95	

ZTP - 36"
ZTK - 30"

ZTN - 36"
ZTJ - 30"

ZTM - 36"

XTP - 36"
XTK - 30"

XTN - 36"
XTJ - 30"

XTM - 36"

XTF - 30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	101.75	132.30	
	CS9	101.75	132.30	
	Altura - Black Crepe			
	SY1	183.45	238.50	
	DF1	271.80	353.35	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDF	366.90	476.95	
	PDH	380.30	494.40	
	PDK	409.75	532.70	
	PDL	419.10	544.85	
	BC6	313.30	407.30	
	BC7	306.65	398.65	
	ET1	313.30	407.30	
	ET2	313.30	407.30	
	Training Room			
	CP5	366.90	476.95	
	PO3	439.20	570.95	
	PO1	278.50	362.05	
	WD2	322.70	419.50	
	CO4	278.50	362.05	
	Lateral Files			
	L26	388.35	504.85	
	L27	366.90	476.95	
	Refrigerator			
	R1Q	255.75	332.50	

PEDESTALS	COLOR	SIZE
PDF	Graphite	24"Lx24"Dx36"H
PDH	Graphite	24"LX24"DX42"H
PDK	Graphite	30"LX30"DX42"H
PDL	Black	24"LX24"DX42"H

Graphite

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

CO4

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: M116101010

EXHIBIT SOLUTIONS BOOTH RENTALS

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

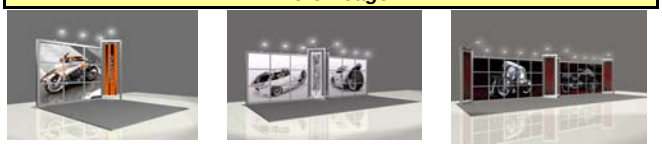
Discount Deadline: September 15, 2010

EXHIBIT BOOTH RENTALS

The San Diego

Code	Qty.	Description	Discount	Regular	Amount
66250		10' x 10'	2149.10	2793.85	
66251		10' x 20'	3526.70	4584.70	
66252		10' x 30'	6612.60	8596.40	

The Chicago



Code	Qty.	Description	Discount	Regular	Amount
66253		10' x 10'	2066.45	2686.40	
66254		10' x 20'	2893.00	3760.90	
66255		10' x 30'	3925.70	5103.40	

The Salt Lake City

Code	Qty.	Description	Discount	Regular	Amount
66256		10' x 10'	1322.50	1719.25	

The Saint Louis

Code	Qty.	Description	Discount	Regular	Amount
66265		10' x 10'	1151.70	1497.20	

The Las Vegas

Code	Qty.	Description	Discount	Regular	Amount
66268		20' x 20' Island	7709.20	10021.95	

The Phoenix

Code	Qty.	Description	Discount	Regular	Amount
66269		10' x 10'	2424.60	3152.00	

The Detroit

Code	Qty.	Description	Discount	Regular	Amount
66257		10' Truss Unit	5505.00	7156.50	

The Memphis

Code	Qty.	Description	Discount	Regular	Amount
66258		10' Pop-up	1047.00	1361.10	
Please choose color:		☐ Black (06)	☐ Blue (05)		

The Savannah

Code	Qty.	Description	Discount	Regular	Amount
66266		20' Pop-up	2871.00	3732.30	
Please choose color:		☐ Black (06)	☐ Blue (05)		

The Providence

Code	Qty.	Description	Discount	Regular	Amount
66267		2m Tabletop	495.95	644.75	
Please choose color:		☐ Black (06)	☐ Blue (05)		

The Los Angeles

Code	Qty.	Description	Discount	Regular	Amount
66259		10' x 10'	1426.55	1854.50	
66260		10' x 20'	2645.05	3438.55	
66261		10' x 30'	3995.10	5193.65	

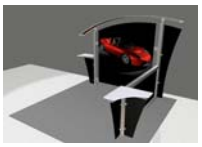
The New York

Code	Qty.	Description	Discount	Regular	Amount
66262		10' x 10'	1873.60	2435.70	
66263		10' x 20'	3664.50	4763.85	
66264		10' x 30'	5400.30	7020.40	

Salt Lake City

Saint Louis

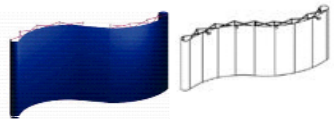
Las Vegas



Phoenix

Detroit

Memphis
87.56"H x 118"W



Savannah
87.56"H x 217.75"W

Providence
59.375"H x 73"W

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
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Atlanta, GA 30318

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Event Code: M116101010

EXHIBIT SOLUTIONS ACCESSORIES

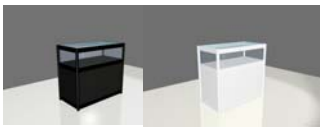
Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

ACCESSORIES

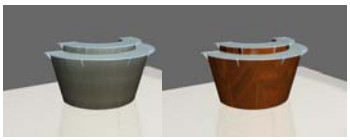
Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	765.95	995.75	
		Please choose color: ☐ Black (06) ☐ White (03)			
66271		Triangular	699.85	909.80	
		Please choose color: ☐ Black (06) ☐ White (03)			
66272		Square	826.60	1074.60	
		Please choose color: ☐ Black (06) ☐ White (03)			
		Reception Counters			
66274		RC1	1642.85	2135.70	
		Please choose color: ☐ Chrome (CH) ☐ Wood (W)			
66275		RC2	606.15	788.00	
		Please choose color: ☐ Black (06) ☐ White (03)			
66276		RC3	1317.00	1712.10	
		Computer Stands			
66285		CS1	765.95	995.75	
66286		CS2	446.35	580.25	
		Literature and Product Display			
66277		Gondola	405.55	527.20	
		Please choose color: ☐ Black (06) ☐ White (03)			
66278		GL1	716.35	931.25	
66279		GL2	677.80	881.15	
66280		LS1	216.30	281.20	
66281		LS2	143.20	186.15	
		Locking Cabinets			
66282		LC1	567.60	737.90	
		Please choose color: ☐ Black (06) ☐ White (03)			
66283		LC2	688.80	895.45	
		Please choose color: ☐ Black (06) ☐ White (03)			
66284		LC3	418.80	544.45	
		Please choose color: ☐ Black (06) ☐ White (03)			

Please fax completed form to Exhibit Solutions Department at 404-720-8757.


Quarterview Showcase

Triangular Showcase

Square Showcase

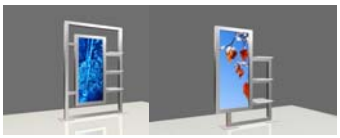

RC1

RC2

RC3

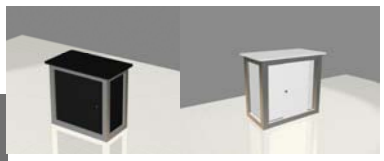
CS1 *CS2*

Gondola


GL1 *GL2*

LS1 *LS2*

LC1 - 1 meter wide


LC3

LC2 - 1.5 meters wide

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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UNION JURISDICTIONS
BALTIMORE/WASHINGTON, DC AREA

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10'x 10'. Exhibitors may work in booths 10'x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders, or other equipment from the exhibit facility and/or Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is NOT permitted. Shepard Exposition Services will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any private vehicles and contracted carriers will be handled by Shepard Exposition Services.

Shepard Exposition Services shall be the sole authority on all matters at the DOCK area. This shall include but not limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Shepard Exposition Services and Show Management.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Shepard Exposition Services.

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

LABOR ORDER FORM

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? □ Yes □ No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours ____
Date of dismantling: _____ Requested start time: _____ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	77.00	100.10	30% **	
68067		OT	115.00	149.50	30% **	
68068		DT	154.00	200.20	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	77.00	100.10	
68061		OT	115.00	149.50	
68062		DT	154.00	200.20	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday and Sunday
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	154.00	200.20	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? □ Crated □ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: □ Warehouse □ Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? □ Yes □ No
Carpet is? □ owned □ rented from Shepard
Carpet padding? □ Yes □ No
Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

□ Electrical □ Furniture □ A/V Equipment
□ Booth Cleaning □ Telephone/Internet

Electrical Information:

□ Electrical should go under the carpet (diagram is attached)
□ Electrical drawings are attached
□ Electrical drawings are with exhibit in crate number
□ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
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Event Code: M116101010

GROUND RIGGING/FORKLIFT RENTAL

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	204.25	265.50	
35039		Overtime Hourly Rental	251.75	327.25	
35067		Double-time Hourly Rental	300.50	390.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	408.50	531.00	
35049		Overtime Hourly Rental	503.50	654.50	
35069		Double-time Hourly Rental	601.00	781.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	612.75	796.50	
35066		Overtime Hourly Rental	755.25	981.75	
35070		Double-time Hourly Rental	901.50	1172.00	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday and Sunday
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	96.25	125.15	
35086		Overtime Hourly Rate	143.75	186.90	
35099		Double-time Hourly Rate	192.50	250.25	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	77.00	100.10	
35100		Overtime Hourly Rate	115.00	149.50	
35101		Double-time Hourly Rate	154.00	200.20	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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SIGN ORDER FORM

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

Discount Deadline: September 15, 2010

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	121.80	158.35	
70010		Horz., 22" x 28"	121.80	158.35	
70011		Vertical, 28" x 44"	188.75	245.40	
70012		Horz., 28" x 44"	188.75	245.40	
70025		Meterboard, 39" x 90.75"	375.30	487.90	
Accessories					
70017		Blank Foamcore, 4'x 8'	33.05	42.95	
70021		Velcro, per ft, min. 5 ft.	2.20	2.85	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	15.40	20.00	
70071		grommets, per sq. ft. - Horizontal	15.40	20.00	
70066		Pockets, per sq. ft. - Vertical	16.55	21.50	
70072		Pockets, per sq. ft.- Horizontal	16.55	21.50	
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	36.35	47.25	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**		Subtotal	$
Contact Name:		**Phone #:**		6.000% Tax:	$
Authorized Signature:				Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: M116101010

SHEPARD LOGISTICS SERVICES

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
Corrugated Week
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Warehouse Deadline September 27, 2010
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
Corrugated Week
Hilton Baltimore Convention Center Hotel
401 West Pratt St
Baltimore, MD 21201

Delivery date: October 5, 2010

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card _____ ending in _____ (last 4 digits)

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

Corrugated Week

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Delivery Hours: M-F, 8-4:30 PM

For: **Corrugated Week**

First day freight can arrive w/o a surcharge:
September 7, 2010
Last day freight can arrive w/o a surcharge:
September 27, 2010

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Delivery Hours: M-F, 8-4:30 PM

For: **Corrugated Week**

First day freight can arrive w/o a surcharge:
September 7, 2010
Last day freight can arrive w/o a surcharge:
September 27, 2010

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Hilton Baltimore Convention Center Hotel

401 West Pratt St

Baltimore, MD 21201

For: **Corrugated Week**

MUST NOT BE DELIVERED PRIOR TO:

October 5, 2010 @ **2:00 PM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Hilton Baltimore Convention Center Hotel

401 West Pratt St

Baltimore, MD 21201

For: **Corrugated Week**

MUST NOT BE DELIVERED PRIOR TO:

October 5, 2010 @ **2:00 PM**

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

MATERIAL HANDLING AUTHORIZATION

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$91.25	$137.00	$118.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$98.75	$128.50			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Specialized Carrier Shipment (small packages under 50 lbs.)**				
	$49.38	$98.75			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$82.25	$123.50	$107.00		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391 / 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$89.00	$115.75			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	$
N/A Tax:	$
Amount Due:	$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

MATERIAL HANDLING INFORMATION

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING — **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS — **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS — **Surcharge: $25.00 per forklift load** — **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES — **Surcharge: $10.50 per envelope** — **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** **Min. one-hour labor fee for each trip** — **35400**

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handle to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**
(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

Shepard Exposition Services

MATERIAL HANDLING 101

Corrugated Week

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com
Event Code: M116101010

SPECIAL MACHINERY MATERIAL HANDLING

Corrugated Week
October 6-7, 2010
Hilton Baltimore Convention Center Hotel
Baltimore, Maryland

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES					
35233		2,501 - 5,000 LBS	33.00	42.90	
35235		5,001 - 10,000 LBS	30.00	39.00	
35237		10,001 - 20,000 LBS	28.50	37.05	
35238		20,001 - 30,000 LBS	27.00	35.10	
35240		30,001 + LBS	26.00	33.80	

30% surcharge will be assessed for work performed during overtime hours.
60% surcharge will be assessed for work performed during double time hours.

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday and Sunday
DT - Double time: All other hours and holidays

Subtotal	$
N/A Tax:	$
Amount Due:	$

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

International Shipping Instructions

ROGERS WORLDWIDE

A Division of Rock-It Cargo USA LLC

Tappi Event 2010
October 6-7, 2010
Baltimore Convention Center
Baltimore, MD

TAPPI has appointed Rogers Worldwide as the official provider of international shipping, customs brokerage, freight forwarding and related services for the **TAPPI EVENTS**. All exhibitors, standbuilders and suppliers for this event expecting international shipments to arrive at the show should carefully note the following instructions and information. For additional information, please contact us:

CHICAGO:
Import Department
1550 E. Higgins Road, Suite 106
Elk Grove Village, IL 60007
Tel: 847 806 9200
Fax: 847 806 9204
import@rerogers.com

LAS VEGAS:
Ms. Sherri Pelc, LCB
6185 S. Valley View Blvd.
Las Vegas, NV 89118
Tel: 702 642 3575/Mobile: 702 408 6481
Fax: 928 438 6481
spelc@rerogers.com

We wish you a successful participation in this event and look forward to being of service to you.

A) Documentation

Proforma Invoice/Packing List

For all shipments, we require three (3) copies of a proforma invoice/packing list in **ENGLISH**. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonic (Brussels) number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars. The invoice should be consigned to:

Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201-2499
Show Name: TAPPI Event 2010
Exhibitor name:_____ Booth#:_____
Notify on arrival: Rogers Worldwide - Tel (847) 806 9200 • Fax (847) 806 9204

The uses of descriptions such as 'exhibition goods' or 'tradeshow samples' are insufficient. Please indicate on the shipper's invoices, air or ocean bill of lading and associated manifests what a majority of the cargo contained in a shipment actually is to avoid costly and time consuming intensive examinations by agencies of the U.S. Government.

Radio frequency and/or radiation emitting devices

Any device that emits radio frequency and/or radiation emissions including televisions, personal computers, laser printers, CD/DVD players require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For information regarding the import requirements for these agencies, please see http://www.fcc.gov/ and http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html

Download FCC Form 740: http://www.fcc.gov/formpage.html
Download FDA Form 2877: http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html

UV lamps, monitors, CD/DVD players/recorders and other radiation emitting devices that do not comply with existing FDA import requirements may be entered temporarily in limited numbers provided each item is immediately re-exported or destroyed under Custom's supervision and marked with the following phrase:

> "TESTING/EVALUATION ELECTRONIC PRODUCT - NOT TO BE SOLD IN THE UNITED STATES. THIS PRODUCT HAS NOT BEEN TESTED FOR COMPLIANCE WITH THE APPLICABLE U.S. RADIATION PERFORMANCE"

Importer Security Filing and Additional Carrier Requirements (ISF/10+2)

US Customs and Border Protection (CBP) will be requiring an Importer Security Filing (ISF or 10 +2) no later than 24 hours before cargo is brought into the US by vessel. The ISF will consist of 10 additional data elements from US importers. In addition, 2 data set items will be required from carriers. The Importer Security Filing and additional data from carriers will enhance CBP's ability to identify high-risk cargo shipments. Further information can be found on the US Customs and Border Protection (CBP) website: http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

Food And Beverage items

If you intend to ship edible items such as foods and beverages, please contact Rogers Worldwide in advance for information on importation procedures required for these items. As per the Bioterrorism Act of 2002, shipments containing any quantity of food and beverage products require that the

exhibitor be registered with the U.S. Food & Drug Administration (FDA) in advance of shipping. Prior notification of the shipment must be made with the FDA no earlier than five days and no later than eight hours prior to the arrival of the freight at the first U.S. port of unlading or entry. Failure to comply with these requirements could result in costly delays and possible seizure of your shipment by the U.S. Government. Please see https://www.access.FDA.gov/ for further information. Exhibitors may also be required to prove upon request to the U.S. Customs & Border Protection Bureau authorized use of trademarks, copyrights and other intellectual property. It is the exhibitor's responsibility to insure that their material confirm with all existing US law and regulation regarding the import of any item regulated by the FDA, FCC or any other Government agency. Additional cost may be associated with these clearances, permits or licenses.

B) Restricted Cargo

DO NOT SHIP TEXTILES OR WEARING APPAREL OF ANY KIND WITHOUT PRIOR APPROVAL.

The following categories of material may require special documentation and/or clearances to enter the United States:

- Food & Beverage Products
- Televisions & Computer Monitors
- Products Made of Animal Parts
- Live Animals
- Firearms & Ammunition
- Bearings of All Kinds
- Textiles and Wearing Apparel (hats, ties, bags, shoes, t-shirts, etc.)
- Basic Iron & Steel Products
- Alcohol and Alcoholic Beverages
- Plants, Nuts, Roots and Seeds
- Motor Vehicles, Vessels & Aircraft
- Explosives and Other Military Equipment
- Biological and Nuclear Material of Any Kind
- Goods of U.S. Origin Being Returned
- Drugs and Medical Equipment of Any Kind

This list is not exhaustive and subject to change at any time by operation of law. Please contact Rogers Worldwide for specific requirements regarding these and other categories of material.

Protected Plants & Plant Products - The Lacey Act

The Lacey Act combats trafficking in "illegal" wildlife, fish, and plants. A recent amendment to the Lacey Act will help the US and other countries combat illegal logging and will make it unlawful to import certain plants and plant products without an import declaration. Plants are defined as "Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands." The declaration form will require information on the species of plant, the name of the country where the plant was harvested and the value and quantity. Examples of products that may be covered by the Lacey Act include: lumber, wood pulp, paper and paperboard, furniture, tools, umbrellas, printed matter, musical instruments, products manufactured from plant-based resins, boats, cars, pharmaceuticals and textiles.

Visit the USDA Animal and Plant Health Inspection Service (APHIS) website for additional information and to download the Plant & Plant Product Declaration Form.

C) Case Marking

All cargo destined to the United States must be sufficiently packed to withstand the rigors of international transport. All packing material must conform to the USDA Animal & Plant Health Inspection Service (APHIS) rules regarding the use, marking and documentation of solid wood packing material. For more information about these requirements, please see the following website: http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml. Failure to follow the solid wood packing material regulations could result in non-release of your

cargo or additional costs and delay associated with fumigation.

Each case/crate must be clearly marked as follows:

Exhibitor Name: _____
c/o TAPPI EVENTS 2010
Hall _____, Stand # _____
Baltimore, MD USA
Nos. 1/total and up (example 1/10, 2/10 etc.)
Made in _____ (country of origin)

D) Mexican and Canadian Border Clearances/Courier and Baggage Shipments

If the exhibitor requires U.S. Customs and other agency clearance services anywhere along the Canadian or Mexican borders or for any type of courier or baggage shipments, the Chicago office of Rogers Worldwide should be contacted for special instructions.

Courier shipments must not be consigned or sent according to these instructions. These instructions are for regular international air or ocean freight shipments. Refer to the official general contractor's shipping instructions for consignment instructions for shipments sent directly to the advance receiving warehouse or the showsite.

E) Temporary Importations

If an ATA carnet is utilized to temporarily import material for this event, the following policies should be noted:

- The United States does not recognize the use of carnets for the purposes of exhibitions and fairs. Therefore, the carnet should be designated for use with 'professional equipment'.
- Rogers Worldwide and our authorized agents should be named as the authorized representatives able to sign the carnet.
- Sufficient counterfoils or vouchers should be included in the carnet packet.
- If the general list is in any language other than English, then a translation into English should accompany the carnet. There will be an additional charge for any translation done by Rogers Worldwide or our agents.
- A packing list that indicates how each named item on the general list is packed and in which crate, carton or other shipping unit should accompany the carnet.
- Goods for definitive or permanent entry that are shipped with goods covered by an ATA carnet should be packed and documented separately as well as manifested with a separate house bill of lading. Failure to do so could lead to additional expense and possible delay in the clearance process to separate the commingled goods.

F) Deadline Dates and Consignment Instructions

All ocean bills of lading and air waybills must be consigned as follows:

ROGERS WORLDWIDE
c/o NCTA 2010
Los Angeles Convention Center, 1201 S Figeuroa St, Los Angeles, Ca 90015
Exhibitor name:_____ Booth#:_____
Notify on arrival: Rogers Worldwide - Tel (702) 642 3575 • Fax (702) 648 6968

OCEAN FREIGHT

- **September 13, 2010** for delivery to the advance receiving warehouse
- **September 20, 2010** for delivery direct to show site

All LCL ocean freight shipments must arrive at and be routed to **Baltimore CFS**

Two (2) original and two (2) copies of the Bill of Lading and proforma invoices must be received by

the Rogers Worldwide Chicago office no later than one (1) week prior to the ships arrival. **We recommend use of express Bills of Lading to prevent delays.**

Important Information Regarding Full Containerload Shipments: If you plan to ship full ocean containers or self-propelled vehicles to the show, we recommend that the container arrive at CY or rail ramp of the port named above ten (10) working days prior to the exhibitor's target load-in date at the showsite. The bill of lading should be consigned as indicated above. Please contact the show manager or consult your exhibitor's service kit for advice regarding target load-in dates at the showsite. For all full ocean container shipments, an 'Intermodal Certification' which conforms to the regulations of the U.S. Federal Highway Administration must be given to the ocean carrier to avoid unnecessary delays in handling and delivery of the container to the showsite. Ocean containers MAY NOT be kept at the showsite after unloading.

The exhibitor is responsible for any cleaning charges for container or chassis returned to their steamship line with trash, dunnage, blocking, bracing and fasteners that has been left in the container after unloading. The exhibitor is responsible for retaining all dunnage, blocking, bracing, rigging, fasteners and other gear needed to secure the cargo if this gear is necessary for securing the outbound cargo.

Note Regarding Early Move-In: Permission for early move-in must be obtained in advance and in writing from the general contractor and show management. Copies of the written authorization for early move-in must be faxed to the Rogers Worldwide Chicago office three working days prior to the early move-in date. Failure to obtain advance permission will prevent delivery to the showsite. Deliveries made outside of straight time are subject to overtime surcharges.

AIR FREIGHT

- **September 20, 2010** for delivery to the advance receiving warehouse
- **September 27, 2010** for delivery direct to show site

All non-perishable airfreight shipments must arrive at and be routed to **Baltimore International airport (BWI)**

The proforma invoice/packing lists must accompany the shipment, attached to the air waybill.

Courier Shipments: Please refer to section 'D' above.

IMPORTANT - OCEAN AND AIR FREIGHT

- The deadline dates published above are based on normal conditions and do not necessarily guarantee timely clearance and delivery. We cannot be held responsible for delays caused by weather, strikes, and/or customs exams particularly with ocean freight shipments, which generally are effected more frequently.
- For all shipments, copies of documents, including truck, air or ocean bills of lading, invoices, carnets, packing lists and other required documentation must be faxed to Rogers Worldwide (Fax: (847) 806-9204) prior to arrival. Please also indicate the name of the exhibitor's showsite representative and the name of the hotel where they will be staying.
- On all shipping documents (Bill of Lading, air waybill) please indicate:

NOTIFY ON ARRIVAL
Rogers Worldwide
Import Operations Department
Tel: (702) 642 3575 • Fax (702) 648 6968

- All air and sea consignments must arrive freight prepaid. Any collect shipments will incur a 15% surcharge to cover the advancement of funds.
- For all full ocean containerload shipments that are routed to door of the showsite where the steamship line or carrier controls the final delivery and choice of trucker, a delivery coordination fee will be charged to the exhibitor.

- We recommend the use of durable crates with screw-down lids to prevent loss or damage. Containers and glassware of any kind must be packed in at least double walled high strength cardboard boxes with adequate cushioning to prevent breakage. Rogers Worldwide will not be responsible for broken containers or crushed boxes that are not adequately packed. Unpacking and packing your cargo at the showsite is the responsibility of the exhibitor.
- We recommend the use of double-walled pallet boxes for consolidated shipments containing material for several exhibitors in the same pavilion. Rogers Worldwide would break down these pallet boxes at the showsite. Use of these pallet boxes prevents pilferage, loss and breakage. Each pallet box must be marked with the name of the exhibitors contained therein as well as their booth numbers. A packing list should be provided for each pallet box. The manifest for consolidated shipment should specify what exhibitor is in what pallet box in terms of pieces, weight and measure.

- Additional charges will be billed for any translation services performed by Rogers Worldwide or our agents for invoices, packing lists and other documentation that is not in English.

G) Outbound Consignments

At the conclusion of this event, Rogers Worldwide will be coordinating the outbound activities for our customers to their countries of origin. Customs exit formalities must be finalized before any international goods will be allowed to leave the United States. We can discuss the appropriate arrangements with each exhibitor during the exhibition. Therefore, it's vital that we know the name and hotel accommodations of the showsite representative of the exhibitor. However, if the outbound disposition of your goods and equipment is known in advance of the show, please notify the Rogers Worldwide Chicago office at your earliest convenience.

Failure of the exhibitor or their agent to contact Rogers Worldwide to make return arrangements will result in additional costs and delays. It is the responsibility of the exhibitor to properly pack and label their outbound cargo sufficiently to withstand the rigors of international transit. It is also the responsibility of the exhibitor to pay any charges due the general contractor and properly complete according to Rogers Worldwide's instructions any outbound material handling agreement or outbound bill of lading that may be required by the general contractor. The exhibitor tenders their outbound cargo at their own risk. Rogers Worldwide's responsibility for the cargo begins when the freight is placed on our designated outbound carrier.

H) Payment Terms

Payment of all estimated inbound charges must be received prior to filing of any customs entry. Payment of all estimated outbound charges must be received prior to the dispatch of the cargo from the United States. Credit terms may be available from official Rogers Worldwide offices, service partners and agents. Payment can be made via cash, traveler's checks, company checks drawn from a U.S. bank or American Express, VISA or MasterCard. Our bank information is as follows:

Rogers Worldwide
(A Division of Rock-It Cargo USA LLC)
c/o Wachovia Bank, Philadelphia, PA, USA
Account # 2000018430369 - ABA Routing# 031000503

A copy of your confirmed bank transmittal receipt should be faxed to our Los Angeles office indicating our invoice number to insure that your payment is properly applied. In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, Rogers Worldwide reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies. The exhibitor is ultimately responsible for all charges billed by Rogers Worldwide regardless whether an agent, forwarder or other third party is involved in any way. All charges due Rogers Worldwide must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

I) Cargo Insurance

We can offer round-trip insurance for your exhibit material subject to various restrictions and deductions. Jewelry, glassware, foods, beverages and certain other items **cannot** be covered. Requests for coverage must be made in writing on your company's letterhead accompanied with a copy of your shipper's invoice and packing list. Coverage subject to the terms, conditions, limits of liability, deductibles and exclusions of our policy. Please contact this office for additional information. It is the responsibility of the exhibitor to arrange for adequate insurance coverage of their material while the cargo is in transit and in the custody of Rogers Worldwide, the official drayage contractor or any other carriers, agents or vendors.

J) Recommended Agents

A list of Rogers Worldwide offices experienced in coordinating exhibition shipments is available upon request. We suggest you contact one of these offices for your transportation services from point of origin to delivery to your booth. If there is not a Rogers Worldwide office or service partner located in your country, please contact our Chicago office for advice about contacting our recommended service partner who is experienced in handling exhibition cargo. Should you choose to use your regular forwarding agent, please provide them with a copy of these instructions.

K) Limits of Liability

Rogers Worldwide's liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services to a maximum of $50.00/package or the value of the cargo, whichever is less. Rogers Worldwide retains no liability for plasma screens, light bulbs, glassware of any kind, live animals or plants, musical instruments, weapons, currency, coins, perishable goods, jewelry, hard drives, recorded media or data of any type, monitors and lasers. All work is undertaken at the owner's risk and otherwise in accordance with these shipping instructions and our terms and conditions as well as applicable law and regulation, a copy of which is available upon request. The aforementioned terms and conditions shall be construed according to the laws of the State of California. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in the Municipal or Superior Court of the State of California in the County of Los Angeles. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by the court. It is the responsibility of the exhibitor to file a written preliminary notice of claim with Rogers Worldwide before the close of the show to preserve their rights to make a formal claim at a later date.

The exhibitor understands that neither Rogers Worldwide nor our agents, service partners or other suppliers are liable for any damage or loss that occurs while the freight is in the custody of the general contractor. All claims for loss or damage that may occur on or at the showsite should be made directly with the general contractor. Please note the terms and conditions of service as well as the limits of liability of the general contractor are usually published in the exhibitor service kit or indicated on the contractor's order forms.

ROGERS WORLDWIDE (USA)

"You Travel the world with your *Business,*
we make sure your *Exhibit* does too."

TAPPI AICC Corrugated Week October 4-8, 2010 Baltimore, Maryland

FAQ - Shipping to U.S. Tradeshows

Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in ENGLISH. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions ("this side up," "fragile," "hazardous materials") are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the post 9/11 regulations that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered "unknown shipper" cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) MUST be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website: http://www.aphis.usda.gov/ppq/wpm/import.html.

Q: How will the CBP's ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an "Importer Security Filing and Additional Carrier Requirements" rule, also known as the *10+2 Initiative* to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment's departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address

7. Importer identification number
8. Consignee identification number
9. Country of origin
10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from $20,000 to $250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

Rogers Worldwide
Customs Brokerage/International Freight Forwarding
1-847-806-9200 or import@rerogers.com
www.rerogers.com

ROGERS WORLDWIDE

ROGERS WORLDWIDE

International Freight Forwarding & Customs

*"**You Travel** the world with your **Business**.*
*We make sure **your Exhibit** does too."*

A Division of Rock-It Cargo USA, LLC
import@rerogers.com
www.rerogers.com

TAPPI AICC Corrugated Week October 4-8, 2010 Baltimore, Maryland

October 6-7 2010
Hilton Baltimore Convention Center
Baltimore, MD

ROGERS WORLDWIDE will be providing customs brokerage and international freight forwarding services for **TAPPI 2010**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

Quick Links:

- *Submit a Cost Estimate request*
- *TAPPI 2010 Shipping Instructions*
- *Commercial Invoice/Packing List*
- *Frequently asked questions about shipping to U.S. trade shows*
- ***10 + 2 documents***

CONTACT US

Rogers Worldwide Offices & Partners list

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

Rogers Worldwide USA Main Office
Tel: 1-847-806-9200
Fax: 1-847-806-9204
import@rerogers.com
www.rerogers.com

CARGO ARRIVAL DEADLINES

Advance Ocean Freight is to arrive by: **September 13, 2010** at the **Baltimore CFS**
Advance Air freight is to arrive by: **September 20, 2010** at the **Baltimore international Airport (BWI)**

Deadline for Ocean Freight arrival at show site is **September 20, 2010**
Deadline for Air freight arrival at Show Site is **September 27, 2010**

Your shipment should be consigned to:

Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201-2499
Show Name: TAPPI Event 2010
Exhibitor name:_____ Booth#:_____
Notify on arrival: Rogers Worldwide - Tel (847) 806 9200 • Fax (847) 806 9204

DOCUMENTATION

For all shipments, we require three (3) copies of a Commercial Invoice/Packing List in **ENGLISH**.

Special requirements

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at http://www.usitc.gov/tata/hts/bychapter/index.htm on the U.S. International Trade Commission website.

- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml. WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.

- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: http://www.fda.gov/cdrh/radhlth/eprc_imports_and_exports.html and http://www.fcc.gov/.

CASE MARKING

Each case/crate must be clearly marked as follows:

Exhibitor Name: _____
c/o TAPPI Event 2010
Hall _____, Stand # _____
Baltimore, MD USA
Case # ___ of ___ (example: 1 of 10, 2 of 10, etc.)
Made in _____ (country of origin)

TERMS & CONDITIONS

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

We hope your participation in this event is a great success and we look forward to being of service to you.

Hilton Baltimore
Electrical Services Request Form

Show Name:			**Show Dates**: **Connect Dates:** **Disconnect Dates:**
Exhibiting Firm Name:			**Booth #:**
Address:		**City**	**State** / **Zip**
Telephone:	**Fax**:	**On Site Contact**:	

Payment Method

- ❑ **Master Card** **Credit Card #** _____ **exp.**: _____
- ❑ **Visa**
- ❑ **Amex** **I also authorize charging any unpaid balance to my credit card.** **Name on Card**: _____
- ❑ **Check/Money Order**
- ❑ **Other** **Signature**: _____

There will be an additional charge of $75 for any orders received within two weeks of the first show date or on-site. Saturday, Sunday & Holidays $150.00 labor will apply for on site orders.

Outlets Item	Number Needed	Standard Rate	Day of Rate	Cost
Single Phase 120 Volt 20/30 AMP		$100.00	$150.00	
* Single Phase 208 Volt 20/30 AMP		$200.00	$250.00	
*Three Phase 208 Volt 100 AMP		$650.00	$1,500.00	
Special Items	**Number Needed**	**Standard Rate**	**Day of Rate**	**Cost**
Power Strip		$25 each		
Extension Cord		$25 each		
Property Operations Engineer		$60 per hour	$60 per hour plus $150	
Property Operations Engineer		$80 per hour	$80 per hour plus $150	

PLEASE INCLUDE TAX ON ALL ORDERS. SEE PAGE 2 FOR TERMS AND CONDITIONS.

Late Charge	
Sub Total	
Tax 6%	
Total	

* Power is available in all meeting rooms with capacity of 100 people or more

BGE POWER CAN VARY +/- 10%

Power requirements of 100 amps or more requires a standby property operations engineer for set-up, teardown, and actual event times.

Note: This order must be received by the Hilton not later than 15 days before opening date to ensure installation in time for opening of show. No spring type clamp, spot fixtures, or holders allowed. Only fixtures with screen-in type clamps allowed with No. 14-3 wire SJ Cord.

SPECIAL NOTICE!!

Baltimore City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF BALTIMORE

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

MAKE CHECKS PAYABLE TO:

Hilton Baltimore Electrical Services
401 West Pratt Street, Baltimore, MD 21201
Tel: (443) 573-8795 Fax: (443) 573-8799

PAYMENT POLICY–FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check or money order must also supply valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given at move out. By your signature you acknowledge and agree to these terms and authorize Hilton to bill your credit card. Personal or foreign checks and wire transfers not accepted.

Do not combine payment by check with any other Hilton Baltimore order form!

Purchase orders only accepted from Federal, State & Local Government Agencies.

Hilton Baltimore
Electrical Services Request Form

Service Order Information

1. **Payment and credit card information for service must accompany service request.**
2. Date payment is received shall determine the penalty rate of $75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at Hilton Baltimore service desk. Non receipt of service must be reported to Hilton Baltimore service prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties
9. Returned checks will be subject to a $25.00 fee plus a $50.00 late fee.

Important Rules and Regulations

1. No one can make electrical connections or install/remove cable or fixtures without approval of the Hilton Baltimore Property Operations Department. Please consult Hilton Baltimore personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the Hilton Baltimore for services shall remain the property of the Hilton Baltimore and shall be removed only by the Hilton Baltimore at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, Hilton Baltimore installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the Hilton Baltimore is not responsible for temporary conditions.
10. A property operations engineer is required (for requests of 100 amps or more) during set-up, teardown, and actual event times. See under "Special Items" for labor charges.

Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 120 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 208 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Liability and Insurance

The Hilton Baltimore will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.

I have read, understood, and I agree to all of the above.

Name: _____ **Signature: _____**

Date: _____

Hilton Baltimore

Telecommunications Request

Fax Back to 443-573-8799

2009

Order Form

Full Name of Event: _____ **Company Name:** _____

Customer Contact: _____ **Phone:** _____ **Fax:** _____

Email: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Exhibit Booth: _____ **Meeting Rm:** _____

Installation Day: _____ **Disconnection Day:** _____

Installation Date: _____ There will be a 10% surcharge on same day orders. **Disconnection Date:** _____

Time: _____ **Time:** _____

2009

TELECOMMUNICIATIONS SERVICES

# OF DEVICES/PCS	# OF DEVICES/PCS		TOTAL
Internet Connections (Per Room/Per Booth)			
	Wired High Speed Internet Connection - First Device (PC) in the room - Shared DS3 Connection	$ 400.00	$ -
	Each Additional Device (PC) in the room - Shared DS3 Connection	$ 100.00	
	Static IP Address	$ -	$ -
	Wireless Internet Connection	$ 400.00	$ -
	Each Additional Device (PC) in the room	$ 40.00	
	Daily Charges for Wired and Wireless Internet are per day		
Telephone	**(All phone lines are PLUS cost of calls-see below)**		
	Telephone Line (Line Only - No Device) (Note: if you install a credit card machine or other device, it will need to dial "9" to get out)	$ 150.00	$ -
	Telephone Line with Single Line Phone Set (includes cost of telephone line)	$ 150.00	$ -
	Daily Charges for Phone Lines are per day		
	Additional Rates also apply Saturdays, Sundays and Holidays between 8:00 am – 3:00 pm		

Comments

(No tax on Internet)

Sub Total	$ -
Tax (6.00%)	$ -
TOTAL CHARGES	$ -

This form Auto-Calculates in Excel.

Note on Tax: There is no tax on Wired or Wireless Internet. Tax applies to Telephone only.

Each "Device/PC" refers to each device with an IP address, including but not limited to computers, hubs, switches, routers, printers, and PDA's. Hotel technicians must provide and install all network cabling drops to devices on the network

PAYMENT: Please provide credit card information below. If prepayment is enclosed, a credit card is still required for telephone line orders. of any outgoing phone calls.

The credit card covers the cost

Card Member Name: _____ Major Credit Card Name: _____

Card Number: _____ Expiration Date: _____

Master Account: _____

I agree to be responsible for all usage charges made in connection with local and long distance service.

Authorized Signature: _____ **Date:** _____

Local and Long Distance Charges

Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed above. All telephone calls are charged the AT & T operator dial business day rate plus 50%. A local call is $1.00 and an 800/877/855/866 is $1.00 in addition to $.10 per minute after 60 minutes on local, 800/888, calling card, credit card, third party calls and calls made through other common carriers (950/10xx)

Hilton Baltimore

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 443-573-8799 ATTN: Andjelko Belajic

Date: _____

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:
Check-In / Event Date:
Name of Person/Group Making Reservation: Phone:
Confirmation Number #
Cardholder Name as it Appears on Credit Card:
Cardholder Billing Address:
City: State: Zip:
Daytime /Business Telephone: Evening Telephone:
Credit Card Number: Expiration Date:
Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club
Credit Card Issuing Bank Name: Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All Charges Room & Tax Food & Beverage Retail Recreation I agree to cover the above categories of charges up to a Maximum Amount of $
DIRECT BILL ACCOUNT PAYMENTS ONLY: Name on Invoice/Statement_____ Date on Invoice/Statement _____ _____ Invoice/Statement Number _____ _____ Authorized Amount $_____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $_____

Final Balance Billed to Credit Card (hotel use only): $_____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature:_____ Date: _____

Hotel Use Only:
Authorized Amount: Approval Code: Date:

CORRUGATED WEEK EXPO
HILTON BALTIMORE
OCTOBER 4-8, 2010

EXHIBITOR ORDER FORM
BOOTH/DISPLAY SECURITY

RETURN BY 10/1/10
***For Advance Order Rate, Order and Payment must be received by the date listed above.**

BOOTH/DISPLAY PERSONNEL RATES:

* Advanced Order Rate
$25.00 per hour (4-hour minimum)

Onsite Rate
$28.00 per hour (4-hour minimum)

RETURN TO:
CES Security, Inc
115 McHenry Avenue
Baltimore, MD 21208

Phone: 443-471-7000 Fax: 443-471-7007
Email: eventcoordinator@cessecurity.com

FULL PAYMENT REQUIRED BY CHECK WITH RECEIPT OF OR

***6% Maryland State sales tax for any services performed in the state of Maryland.**

NOTE: ANY ADDITIONS AFTER THE ADVANCED ORDER DATE WILL BE CHARGED AT A HIGHER RATE.

PLEASE ARRANGE FOR # _____ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

DATE	HOURS			DATE	HOURS		
_____	_____	TO	_____	_____	_____	TO	_____
_____	_____	TO	_____	_____	_____	TO	_____
_____	_____	TO	_____	_____	_____	TO	_____
_____	_____	TO	_____	_____	_____	TO	_____
_____	_____	TO	_____	_____	_____	TO	_____
_____	_____	TO	_____	_____	_____	TO	_____

CES Security, Inc (CES) is not an Insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client's property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, it's agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: _____

HOURS _____ X RATE _____ = TOTAL AMOUNT DUE _____

- ❑ Security Personnel to remain in Booth until Exhibitor arrives.
- ❑ Security Personnel to work scheduled times only.

ON-SITE CONTACT PERSON: _____ _____ ON-SITE CONTACT #

_____

COMPANY NAME: _____

_____

ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _

_____

PHONE: _____ FAX: _____ EMAIL: : _____

_____

BOOTH NUMBER: _____ EXHIBIT HALL: _____ DATE: ____

_____

AUTHORIZED BY: _____ **SIGNATURE:** _ _____

FOR OFFICE USE ONLY:

RECEIVED PAYMENT: _____ CHECK #: _____ CHECK AMOUNT: $_____

Audio Visual Services Order Form

TECH RENTALS, INC.
An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	½" VHS with Auto Repeat	75.00	
	DVD Player (Standard)	95.00	
	BetaCam SP Player/Recorder	500.00	
	20" TV / VCR Combo Unit	150.00	
	27" TV / VCR Combo Unit	225.00	
	27" Television	150.00	
	32" Television	195.00	
	54" Roll Cart Stand with Drape	60.00	
QTY	**LCD & PLASMA MONITORS**	**SHOW RATE**	**TOTAL**
	15" Flat Screen LCD Monitors (1280 x 1024)	175.00	
	17" Flat Screen LCD Monitors (1280 x 1024)	195.00	
	20" Flat Screen LCD Monitors (1280 x 1024)	275.00	
	37" Plasma Display (1024 x 768, 16:9 Ratio)	995.00	
	42" Plasma Display (1024 x 768, 16:9 Ratio)	895.00	
	50" Plasma Display (1280 x 932, 16:9 Ratio)	1195.00	
	61" Plasma Display (1280 x 932, 16:9 Ratio)	1995.00	
	Plasma Stereo Speakers	100.00	
	Plasma Floor Stands (Cobra or Dual Post)	175.00	
	Plasma Wall Mounts (additional charges may apply for mounting)	Included	
QTY	**OFFICE EQUIPMENT**	**SHOW RATE**	**TOTAL**
	HP 4240 Laser Jet Printer	195.00	
	HP 3600 Color Laser Jet Printer	675.00	
	Print Server (Ethernet)	65.00	
	Plain Paper Fax Machine	75.00	
	Desktop Copier	350.00	
QTY	**PROJECTION EQUIPMENT**	**SHOW RATE**	**TOTAL**
	XGA LCD Projector (1024 x 768, 2700 Lumen)	600.00	
	SXGA LCD Projector (1024 x 768, 3500 Lumen)	800.00	
	SXGA LCD Projector (1024 x 768, 5000 Lumen)	1500.00	
	42" Projector Cart w/drape	60.00	
	6' - 8' Tripod Screen	90.00	
	*Larger screen sizes also available	Call for Price	
QTY	**AUDIO EQUIPMENT**	**SHOW RATE**	**TOTAL**
	Shure UHF Wireless Microphone Kit (100 CH / Programmable)	275.00	
	Headset Microphone	60.00	
	Powered Speaker with Floor Stand (150 watts)	150.00	
	JBL Sound System: 2-Speakers w/ floor stands & mixer(300 watts)	350.00	
	*Custom sound systems available (EAW, JBL, Mackie, etc.)	Call For Price	
	Multi-Media Computer Speakers	45.00	
	CD Player	60.00	

Equipment Total	
Delivery/Labor 20%, min. $95	
6% Sales Tax	
Other Fees	
Grand Total	

Booth# _____

Audio Visual Services Order Form

TECH RENTALS, INC.
An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	**On-Site Contact:**	**Cell Phone:**
Facility:	**Booth#**	**Room:**
Company:	**Delivery Date:**	**Delivery Time:**
Contact:	**Pick Up Date:**	**Pick Up Time:**
Address:		
City:	**State:**	**Zip:**
Phone:	**Fax:**	
AMEX/Visa/MC#:		
CW#:	**Exp. Date:**	
Cardholder Name:	**Signature:**	

Pricing:
Rental prices are for the duration of the show.
Late/On-site order fee is 15%.

Delivery:
An authorized representative must be present at the time of delivery.
Equipment will be delivered to and picked up from your booth.
Set ups requiring more than 1 person or taking more than 1 hour will be assessed an additional labor charge.

Equipment:
For equipment not listed, please contact us for a complete list of inventory.

Guarantee:
Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
Any loss or damage of said equipment will be paid for by the renter.

Cancellation:
Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
On-site cancellations will be charged 100% of rental fee.

Payment:
All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.
A written confirmation will be sent to you once your order has been processed.

TAPPI CorrugatedWeek AICC

October 4-8, 2010 • Baltimore, Maryland

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

TLC
N•A•T•I•O•N•A•L
convention • plant • services

FLORAL ORDER FORM

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: _____ _____

Phone: _____ Fax: _____ Authorized Signature: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**

Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ tropical flowers—Price $ _____ each

Qty ____ Spring flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H

$20.00 each

Qty ____

White ____

Yellow ____

Bronze ____

Lavender ____

Azaleas—12"H

$35.00 each

Qty ____

White ____

Pink ____

Red ____

Bromeliads—12"-18"H

$35.00 each

Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

Tri-Color ____

TLC Designers can provide the following:

- **Water Features**
  - **Fountains**
  - **Ponds**
  - **Water falls**
  - **Swamps**
- **Garden Areas**
  - **Tropical (beach scenes; rain forests)**
  - **Seasonal (Spring, Fall, Holiday)**
  - **Formal (serenity garden, English garden)**
- **Border Areas**
  - **Hedges (control flow)**
  - **Lawn or Golf (promotional)**
  - **Trees (privacy)**

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

FLORAL ORDER FORM

Small Fern

Small Fern—12”H x 12”W

$25.00 each

Qty ____

Large Fern

Large Fern—24”H x 24”W

$35.00 each

Qty ____

Ivy

Ivy—10”H x 10”W

$35.00 each

Qty ____

Pothos

Pothos—12”H x 12”W

$35.00 each

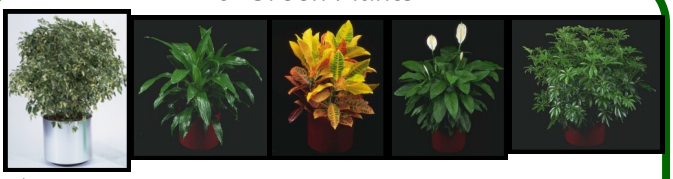
Qty ____

2’ Green Plants

$29.95 each

Qty ____

3’ Green Plants



$39.95 each

Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___

5’ @ $59.95 each Qty ___

6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability

Planters are 2 1/2’ long.

Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

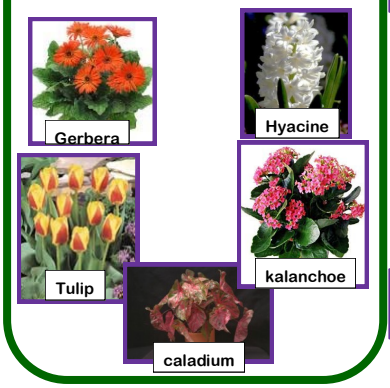
__white, __yellow, __bronze, __lavender

4’ @ $125.00 each, Qty ___

5’ @ $135.00 each, Qty ___

6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.***

Order Cost Summary

Select Container (Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal _____

6% Sales Tax _____

Total _____

Access Video Productions

specializing in event photography and videography

PO Box 801491 Acworth, Georgia 30101 678.361.6151
www.accessvidpro.com

Exhibit Photography/Videography Price List
Please accommodate our photography/videography requirements as listed

October 6 - 7, 2010
Hilton Baltimore, Baltimore, MD

_____ 8x10 Custom Print @ $120 per view _____ Reprints @ $25 each

_____ 11x14 Custom Print @ $130 per view _____ Reprints @ $45 each

_____ Digital File on CD @ $150 per view _____ Release image negatives @ $90 (additional)

_____ Product Release Video @ $1000 per finished minute

_____ In-booth Interview Video@ $1000 per finished minute

_____ Custom Video Creation @ $1000 per finished minute

Orders must be received by **August 11, 2010**.
Please add $9.00 for shipping and insurance within the continental United States. $20 for international shipping.
PAYMENT MUST BE INCLUDED WITH ORDER - Business checks, personal checks or money orders only, cash not accepted.

PLEASE PRINT:

Please take photo of booth: _____ no people _____ with staff _____candid

Special Instructions: _____

_____

Name of Firm: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Representative in charge of booth: _____

Authorized Signature: _____

Please mail the order and payment to: Access Video Productions, PO Box 801491, Acworth, GA 30101

CATERING & EVENTS MENU

Hilton Baltimore

breakfast
breaks
lunch
receptions
dinner
beverages

UNFORGETTABLE EVENTS
IMPECCABLE SERVICE
The Flavors of Hilton

Hilton
Baltimore

401 West Pratt Street
Baltimore, MD 21201
Tel: 443.573.8700
www.baltimore.hilton.com

BREAKFAST

BREAKFAST
breaks
lunch
receptions
dinner
beverages

Start the morning off right with the Flavors of Hilton.

BREAKFAST :: MORNING BUFFETS

Groups of Less than 30 People are Subject to a $75 Service Charge.

BREAKFAST
breaks
lunch
receptions
dinner
beverages

THE BALTIMORE CONTINENTAL

Orange, Apple, and Cranberry Juices
Assorted Breakfast Pastries
Sliced Seasonal Fruits and Berries

Toaster Station:
Assorted Bagels with Cream Cheese
(Fresh Herbs, Smoked Salmon, Plain)
Butter and Fruit Preserves

Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas
$28

Add The Following To Your Continental:

Please Choose One:
*Low Cholesterol Frittata; Mushrooms, Tarragon, Rosemary, Tomatoes, Goat Cheese
*Ham, Peppers, Onions, Cheddar and Jack Cheeses Quiche
*Ricotta Filled Crepes with Blueberry Compote and Pecans
*Egg, Ham and Cheese Muffin
*Honey Baked Ham, Egg and Cheese Croissant
*Sausage and Cheese Biscuits
*Breakfast Egg Wraps:
Black Bean, Peppers, Jack Cheese, Ham and Onions Served With Salsa Picante
$7

Add:
Cereal and Berries Bar:
Oatmeal and Assorted Dry Cereals, Brown Sugar, Almonds, Dried and Fresh Fruits and Berries, Cinnamon, Ginger, Warm Syrup
Skim and Low-Fat Milk
$3

THE BABE RUTH BREAKFAST BUFFET

Orange, Apple, and Cranberry Juices
Sliced Seasonal Fruits and Berries
Mascarpone Honey Dip
Assorted Breakfast Pastries
Butter and Fruit Preserves

Cereal and Berries Bar:
Assorted Dry Cereals and Oatmeal
Brown Sugar, Almonds, Dried and Fresh Fruits and Berries, Cinnamon, Ginger, Warm Syrup
Skim and Low-Fat Milk

Served Warm:
Scrambled Eggs
Crisp Bacon
Country Sausages
Herb Roasted Potatoes
Cinnamon-Brioche French Toast

Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas
$36

Our Selection of Freshly Baked Pastries:

Sunday: Croissants, Coffee Cake, Raspberry Danish, Blueberry Muffin

Monday: Croissants, Coffee Cake, Vanilla Danish, Zucchini Bread

Tuesday: Croissants, Coffee Cake, Pecan Plait, Chocolate Espresso Muffin

Wednesday: Croissants, Coffee Cake, Cinnamon Rolls, Chocolate Nut Bread

Thursday: Croissants, Coffee Cake, Apple Turnover, Blueberry Muffin

Friday: Croissants, Coffee Cake, Raspberry Danish, Scones

Saturday: Croissants, Coffee Cake, Raisins and Cream Danish, Bran Bread

All Buffets and Stations Are For a 1 1/2 Hour Period. All Breaks Are For a 1/2 Hour Period. All Receptions Are For a 1 Hour Period.
Additional Charges Are Applied For Buffets, Breaks, and Receptions Over the Designated Time Period.
Food and Beverage Prices are Subject to a 23% Service Charge and 6% Maryland Sales Tax. All Prices are Subject to Market Conditions.
We are Proud to Offer Only Trans Fat Free Oils in Our Cooking.

BREAKFAST :: BREAKFAST BUFFET STATIONS

The Following Stations Are Available Only as Additions to Your Breakfast Buffet
All Chef Prepared Enhancements Are to be Ordered For the Entire Event Guarantee. Minimum Order of 50 Guests.

BREAKFAST TAPAS
Served on Small Plates, Tapas Style:
*Homemade Corned Beef Hash, Quail Eggs and Dill Hollandaise
*Mini Pressed Sandwich with Talbot Farm Cheddar and Tangy Lime Yogurt
*Breakfast Pizza with Almonds and Berries
*Brioche Bread Pudding, Berries and Vanilla Mascarpone
*Stone Ground Grits, Red Onion, Frittata, Hollandaise and Truffles
*Molasses Roasted Pork Belly, Spoon Bread, Poached Egg and Roasted Vine Ripened Tomatoes
*Crepe Quiche, Lump Crab Meat, Frisee and Apple Salad
*Red Berry Oatmeal Risotto
(Requires 1 Chef Attendant at $150 for Every 50 Guests)
$9 Each

BLOODY MARY BAR
Featuring Premium Vodka
With Your Choice of Lavish Accoutrements
$9 Each
(Requires One Bartender per 100 Guests at $150 per Hour of Service)

BELGIAN WAFFLES
Whipped Butter,
Sweet Tahitian Vanilla Cream
Fresh Sliced Strawberries, Blueberries, Bananas and Toasted Coconut
Whipped Butter and Warm Syrup
(Requires 1 Chef Attendant at $150 for Every 50 Guests)
$8

MIMOSA OR BELLINI BAR
Assorted Sparkling Wine and Champagne with Strawberry Garnish
$8 Each
(Requires One Bartender per 100 Guests at $150 per Hour of Service)

EGG BEATER FRITTATA
Please Choose One:
*Egg Beaters with Roasted Root Vegetables and Goat Cheese
*Egg White with Turkey Sausage, Wild Mushrooms, Spinach and Cheddar
*Egg Beaters with Broccoli, Caramelized Onions, Fontina and Tomatoes
$9

STEEL CUT OATMEAL
Low Fat and Non Fat Milk, Raisins and Dried Fruits, Brown Sugar, Bananas, Walnuts and Almonds
$3

FRUIT SMOOTHIES
*Casaba Melon and Wheat Grass
*Acai-Pomegranate
*Strawberry-Banana
Other Flavors Available Upon Request
$8

SMOKED SALMON
With Assorted Bagels and Cream Cheeses (Herbs and Plain)
Sliced Onions, Tomatoes, Capers, Chopped Eggs, and Cucumbers
$9

OMELETTE STATION
Farm Fresh Eggs Prepared Any Style
Omelette Fillings to Include:
Bacon, Ham, Spinach, Peppers, Smoked Salmon, Cheddar Cheese and Mushrooms
(Requires 1 Chef Attendant at $150 for Every 50 Guests)
$9

CINNAMON-BRIOCHE FRENCH TOAST
Vanilla Cream Dipped French Toast
Pecan, Apple and Cinnamon Compote
Grand Marnier Mascarpone
Whipped Butter and Warm Syrup
$8

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BREAKFAST :: PLATED BREAKFASTS

Plated Breakfasts Are Served with Orange Juice, a Selection of Baked Goods, Fruit Preserves and Butter, and Coffee Service.

BREAKFAST
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VEGETABLE FRITTATA
Spinach, Potatoes, Tomatoes, Artichokes, Roasted Peppers, Fontina Cheese, Spicy Tomato Sauce and Root Vegetables Hash
$31

THE AMERICAN
Traditional Fluffy Scrambled Eggs, Bacon and Breakfast Potatoes with Caramelized Onions
$30

WILD MUSHROOM AND SPINACH EGG STRATA
Turkey Sausage Patties and Breakfast Potatoes with Caramelized Onions
$31

STAY FIT FRENCH TOAST
Egg Beaters Multi Grain French Toast, Pecans and Apple Compote with a Fruit and Low Fat Yogurt Parfait
(French Toasts Are Also Available with Brioche Bread)
$30

CHESAPEAKE BENEDICT
Two Petite Crab Cakes and Poached Eggs atop Toasted English Muffins with Old Bay Hollandaise and Breakfast Potatoes
$38

PLATED BREAKFAST SANDWICHES
(Maximum 200 Guests)

EGG AND CHEESE BISCUIT
Scrambled Eggs with Peppers, Tomatoes, Herbs and Jack on a Buttermilk Biscuit
Served with Country Sausages, Hash Brown Potatoes and Fresh Salsa
(Turkey Sausage Patties Available)
$31

BREAKFAST WRAP
Scrambled Eggs, Tomatoes, Chives, Peppers and Crisp Bacon with Cheddar Cheese in a Spinach Wrap
Served with Hash Brown Potatoes and Fresh Salsa
$31

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BREAKS

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The meeting can't last forever, but just in case it does...

BREAKS :: THEMED BREAK PACKAGES

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CENEGENIC BREAK
Made With No Added Sugar or White Flour. This Break Will Provide Vitality, Peak Performance, Stabilize Metabolism and Generate Energy with Nutritional Balanced Healthy Alternatives through the Utilization of Organic Whole Foods.

Spiced Nuts:
Macadamia, Smoked Almonds, Roasted Cashews, Hazelnuts
*Spicy Greens with Yuzu Dressing
*Thai Style Beef and Papaya Salad
*Golden Miso Soup
*Spicy Beef and Ginger Broth
*Bonito Flakes, Pickled Vegetables, Nori, Fried Shallots, Tofu, Edamame Beans, and Kelp
*Raspberry Yuzu Aqua Fresca
*Honey Muffins
*Assorted Fruit Flavored Drinks
$22 for 30 Minutes, $25 for 60 Minutes

COMFORTING CUPCAKES AND COUPES
Assorted Petite Cupcakes to Include:
Carrot Cake, Lemon Meringue, Black & White, and Snickers
*Assorted Cubed Fruit with Chocolate Sauce, Raspberry and Plain Yogurt Dipping Sauces
*Home Made Granola
*Yogurt and Seasonal Fruit-Tinis
*Coffee Service, Assorted Sodas and Bottled Waters
$22 for 30 Minutes, $25 for 60 Minutes

STAY FIT
*Pineapple, Cranberries and Guava Low Fat Yogurt Parfait
*Crisp Vegetables with Spinach Dip
*Herbed Pitette with Sun-Dried Tomato Hummus
*Yogurt Pretzels, Dates and Smoked Almonds
*Individual Organic Bottled Juices
Fit Smoothies:
Melon and Wheat Grass
Mango and Royal Jelly
*Coffee Service, Assorted Sodas and Bottled Waters
$22 for 30 Minutes, $25 for 60 Minutes

THE GREEN APPLE BREAK
*Baked Cherry Apple with Stilton, Walnuts and Honey
*Apple Strudel with Cranberries, Walnuts, Golden Raisins and Sabayon
*Juno Apple Dappled with Nuts, Crushed Heath Bar, Crispy Rice and Marshmallows
Warm Scones with Brie and Blueberry Coulis
*Vanilla Apple Soup Shooter with Apple Chip
*Coffee Service, Assorted Sodas and Bottled Waters
$22 for 30 Minutes, $25 for 60 Minutes

CHOCOLATE BAR
*Chocolate Spoons, White Chocolate Mousse and Mint Julep
*Caramel Smores
*White Chocolate Soup Shooters with Dark Chocolate Foam
*Double Chocolate and Walnut Brownies
*White Chocolate Chip Blondies
*Apple Wedge in Chocolate
*Coffee Service, Assorted Sodas and Bottled Waters
(Requires One Attendant per 80 Guests at $150 per Attendant)
$24 for 30 Minutes, $27 for 60 Minutes

THAT'S THE WAY THE COOKIE CRUMBLES
*Freshly Baked Chocolate Chip, Peanut Butter, Sugar, Oatmeal Raisin, and Macadamia Nut Cookies
*Exotic Fruit Display
*Assorted Fruit Tarts
*Coffee Service and Ice Cold Milk
$22 for 30 Minutes, $25 for 60 Minutes

TRAIL MIX BAR
Build Your Own Treat by Mixing:
Macadamia Nuts, Smoked Almonds, Roasted Cashews, Hazelnuts
Dried Fruits and Berries, Chocolate Bits, Sun Chips, and Wasabi Peas
Coffee Service and Bottled Waters
$22 for 30 Minutes, $25 for 60 Minutes

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BREAKS :: ALL DAY BREAK PACKAGES

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THE FEDERAL HILL PACKAGE
Orange, Apple, and Cranberry Juices
Sliced Seasonal Fruits and Berries
Mascarpone Honey Dip
Assorted Breakfast Pastries
Butter and Fruit Preserves

Cereal and Berries Bar:
- Oatmeal and Assorted Dry Cereals, Brown Sugar, Almonds, Dried and Fresh Fruits and Berries, Cinnamon, Ginger, Warm Syrup
- Skim and Low-Fat Milk

Assorted Bagels with Cream Cheese
(Fresh Herbs, Smoked Salmon, Plain)
Please Choose One:
- *Warm Ham and Cheese Croissant
- *Spinach, Asparagus, Herbs, and Chevre Cheese Quiche
- *Breakfast Panini

Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas

Add Smoked Salmon with
Sliced Onions, Tomatoes, Capers,
Chopped Eggs, And Cucumbers
$10

AM Refresh:
Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas
Fruit Juices
Mineral Waters

PM Refresh:
Walnuts, Pecans, Almonds, Pistachios,
Macadamia Nuts
White Chocolate Bits, Milk Chocolate
Chips, M&M's
Raisins, Dried Fruits and Berries, Granola
Freshly Brewed Regular and
Decaffeinated Coffee
with Flavored Syrups
Selection of Teas
Bottled Water
$52

THE CHESAPEAKE PACKAGE
Orange, Apple, and Cranberry Juices
Sliced Seasonal Fruits and Berries
Mascarpone Honey Dip
Assorted Breakfast Pastries
Butter and Fruit Preserves

Cereal and Berries Bar:
- Oatmeal and Assorted Dry Cereals, Brown Sugar, Almonds, Dried and Fresh Fruits and Berries, Cinnamon, Ginger, Warm Syrup
- Skim and Low-Fat Milk

Served Warm:
- Scrambled Eggs
- Crisp Bacon
- Herb Roasted Potatoes
- Cinnamon-Brioche French Toast
- Breakfast Wrap:
  - Eggs, Caramelized Onions, Tomatoes, Fresh Herbs, Sweet Peppers and Cheddar

Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas

AM Refresh:
Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas
Fruit Juices
Mineral Waters

Add Fruit Smoothies
$9 Additional

PM Refresh:
Warm Giant Pretzels with Spicy Mustard
Assorted Candy Bars
Jars of Old Time Candy
Individual Bags of Cracker Jack, Popcorn,
and Peanuts
Assorted Soft Drinks and Root Beer
Freshly Brewed Regular and
Decaffeinated Coffee with
Flavored Syrups
Selection of Flavored Teas
$62

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BREAKS :: A LA CARTE

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FRESHLY BREWED COFFEE WITH FLAVORED SYRUPS OR SELECTION OF FLAVORED TEAS	**$60 Per Gallon**
ICED TEA WITH LEMON WEDGES, TROPICAL PUNCH, LEMONADE OR HOT CIDER	**$52 Per Gallon**
FRUIT JUICES: Apple, Tomato, Cranberry, or Orange	**$22 Per Quart**
INDIVIDUAL HALF PINTS OF MILK	**$3 Each**
ASSORTED COKE® SOFT DRINKS	**$4.25 Each**
NATURAL SPRING WATER	**$4.25 Each**
SAN PELLEGRINO™, BOTTLED ICED TEAS, RED BULL®, FRAPPUCCINOS®, IZZY® FLAVORED SODAS	**$5 Each**
NANTUCKET NECTARS™: Orange Mango, Cranberry, Peach Orange, Lemonade, Apple, Pomegranate Pear	**$5 Each**
ASSORTED BAKERIES: Freshly Baked Croissants, Scones, Danish Pastries	**$49 Per Dozen**
SPECIALTY FRESHLY BAKED MUFFINS	**$49 Per Dozen**
TRADITIONAL NEW YORK STYLE BAGELS: Plain, Sesame, Cinnamon Raisin with Flavored and Plain Cream Cheeses	**$49 Per Dozen**
WHOLE FRUIT	**$2 Per Piece**
SLICED SEASONAL FRUIT AND BERRIES: Served with Fruit Yogurt	**$7.50 Per Person**
INDIVIDUAL YOGURT: Plain and Fruit	**$3.50 Each**
POWER BARS™: Cinnamon, Chocolate and Apple	**$4.50 Each**
GIANT DECADENT COOKIES: Chocolate Chip, Peanut Butter Cup, Traditional Oatmeal Raisin, Vanilla Macadamia Nut, Old Fashion Sugar	**$49 Per Dozen**
BROWNIES AND BLONDIES: Freshly Baked Double Chocolate and Walnut Brownies; Butterscotch Pecan Bars	**$49 Per Dozen**
INDIVIDUAL BAGS OF CRACKER JACK, POPCORN, POTATO CHIPS, PRETZELS	**$3.50 Each**

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LUNCH

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A feast for the eyes as well as the taste buds.

LUNCH :: WEEKLY LUNCH BUFFETS

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Each Daily Buffet Is Priced At **$48 per Person** plus Tax and Gratuity, and Includes Coffee Service.
Groups of Less Than 30 Guests are Subject to a $75 Service Charge.

NORTHERN ITALIAN SUNDAY

Soup:
*Vegetable Minestrone with Pesto and Orzo Pasta, Cheese Straws, and Pesto

Salads:
*Romaine, Radicchio and Endives with Preserved Lemon and Garlic Dressing with Corn Nuts
*Caprese Salad: Fresh Mozzarella and Tomatoes with Aged Balsamic Vinaigrette

Entrees:
*Rockfish with Tomatoes, Green Beans and New Potatoes
*Baked Meatballs with Spicy Tomato Sauce and Parmeggiano Romano Cheese
*Penne Pasta Putanesca with Artichokes, Olives, Capers, Herbs and Tomatoes
*Creamed Spinach with Bacon, Onions, and Red Pepper Flakes
*Peas and Truffle Oil Risotto
*Garlic Bread

Sweet Endings:
*Mascarpone Vanilla Mousse Torte
*Chocolate Dipped Cannoli

COMFORT FOODS MONDAY

Soup:
*New England Clam Chowder with Chowder Crackers

Salads:
*Spinach, Wild Mushrooms and Pomegranate Vinaigrette
*Ratatouille Salad with Orecchiette and Arugula

Entrees:
*Roast Turkey with Orange-Cranberry Sauce and Sage Gravy
*Broiled Cod with Caponata, Lemon and Herbs Jus
*Yukon Gold Mashed Potatoes
*Apple, Leek and Pumpkin Gratin with Toasted Marshmallows
*Cheddar Biscuits

Sweet Endings:
*Sweet Potato Pie Tartlet
*Pecan Tart

MEDITERRANEAN COAST TUESDAY

Soup:
*Moroccan Lentil Soup

Salads:
*Greek Island Salad with Iceberg, Cucumbers, Feta Cheese, Croutons, and Lemon-Oregano Dressing
*Pomegranate Fruit Salad with Vin Cotto and Toasted Pumpkin Seeds
*Couscous with Dried Fruits, Mint and Nuts

Entrees:
*Cheese Manicotti with Spicy Tomato-Basil Sauce, Mozzarella and Cheddar Cheeses
*Chicken Tagine with Lemon Confit, Olives, Carrot, Onion, and Cauliflower
*Seafood Paella Tossed With Mussels, Calamari and Shrimp
*Ratatouille Provencale
*Foccacia Bread

Sweet Endings:
*Pistachio and Walnut Baklava
*Brioche Bread Pudding with Bourbon-Vanilla Sauce

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LUNCH :: WEEKLY LUNCH BUFFETS

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AROUND THE USA WEDNESDAY

Soup:
*Shrimp, Oyster and Andouille Sausage Gumbo with Fried Okra

Salads:
*Iceberg, Radicchio and Blue Cheese with Tomato Ranch Dressing and Candied Walnuts
*Roasted Beets, Turnips and Carrots with Herbs and Balsamic Vinaigrette

Entrees:
*Honey Glazed Chicken
*BBQ Salmon with Charred Onions
*Mac-N-Cheese Bar with Caramelized Onions, Tomatoes, Pancetta Bacon
*Green Beans and Toasted Almonds
*Soft Rolls

Sweet Endings:
*Apple Pie
*Snickers Cheesecake Bar

LATIN RHYTHM THURSDAY

Soup:
*Chicken and Tomatillo Soup with Lime Sour Cream

Salads:
*Southwestern Lechuga with Iceberg, Romaine, Peppers, Polenta Croutons and Chipotle Chili Garlic Dressing
*Shrimp, Roasted Corn, Black Beans, and Jicama Salad with Poblano Vinaigrette

Entrees:
*Local Tile Fish Escabeche (Based on Market Availability)
*Carne Asada with Ancho Chili and Garlic Marinated Skirt Steak and Chimichurri
*Plantains
*Cumin Rice with Peas and Tomatoes
*Tortilla Chips and Salsa

Sweet Endings:
*Flan
*Churros and Chocolate Sauce
*Cinnamon Tortilla Crisps

MARYLAND EASTERN SHORE FRIDAY

Soup:
*Kale, Sausage and White Bean Soup with Parmesan Toasts

Salads:
*Stay Fit Green Bean Salad with Radicchio and Green Apples
*Tomato and Cucumber Salad with Basil Dressing

Entrees:
*Braised Chicken with Wild Mushrooms, Peppers, Garlic, Onions and White Wine
*Local Black Fish with Clams and Saffron Jus
*Apple-Brandy Orzo
*Brussels Sprouts and Butternut Squash
*Corn Bread

Sweet Endings:
*Fruit and Berry Trifle
*Smith Island Cake

ASIAN SATURDAY

Soup:
*Chicken Wonton Soup with Scallions, Soy Sauce and Shiitake Mushrooms

Salads:
*Spicy Greens with Edamame, Roasted Cashews, Crystallized Ginger, Bamboo Shoots and Soy-Honey Dressing
*Buckwheat Soba Noodles with Cucumbers, Tofu, Peppers, Scallions, Shiitake Mushrooms and Sesame Oil

Entrees:
*Tamarind Glazed Mahi Mahi
*Orange Marinated Chicken with Straw Mushrooms, Celery and Water Chestnuts
*Scallion Fried Rice
*Sambal Long Beans with Black Bean Sauce

Sweet Endings:
*Lychee and Pineapple Parfait
*Ginger-Sesame Cookies
*Mango Cake with Chocolate Frosting

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LUNCH :: SOUP, SALAD AND SANDWICH BUFFETS

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Each Soup, Salad, and Sandwich Buffet Is Priced At **$44 per Person** plus Tax and Gratuity, and Includes Coffee Service.
Groups of Less Than 30 Guests are Subject to a $75 Service Charge.

RELAX SUNDAY

Soups:
*Tomato-Basil Bisque with Cheese Crostini

Salads:
*Spinach with Prosciutto and Raspberry Dressing
*Roasted Eggplant with Tomato-Basil Dressing
*Fresh Fruit Compote

Sandwiches:
*Boston Grinder with Sopressata, Ham, Peppers, Onions, Provolone and Italian Dressing on Hoagie Roll
*Peppered Beef with Brie and Horseradish on Brioche
*Grilled Vegetable Wrap with Provolone, Lettuce, Tomato and Pesto Mayonnaise

*Potato Chips

Sweets:
*Chocolate Chip Cookies
*White Chocolate Mousse & Fruit Coupe
*Cinnamon Twists

SOUTH ASIA MONDAY

Soups:
*Thai Coconut and Chicken Soup

Salads:
*Asian Chicken Cashew Salad with Spicy Greens, Papaya, Peppers, Macadamia Nuts and Ginger-Peanut Dressing
*Grilled Pineapple, Tomato, Heart of Palm, Boston Lettuce and Curry Dressing
*Thai Beef Salad with Tomatoes and Green Beans

Sandwiches:
*Roast Pork on Baguette with Pickled Vegetables and Cilantro Mayo
*Crunchy Vegetable Wrap with Chili Peanut Dipping Sauce
*Vietnamese Shrimp Wrap with Cilantro, Noodles and Spicy Peanut Sauce

Sweets:
*Orange, Lychee and Papaya Salad
*Macadamia Nut and White Chocolate Cookies

TUSCAN TUESDAY

Soup:
*Minestrone with Basil Pesto and Cheese Croutons

Salads:
*Romaine, Radicchio and Endive with Dried Cranberries, Goat Cheese, Caramelized Pecans and Balsamic-Basil Dressing
*Artichoke, Sweet Onion and Pepper Antipasto Salad
*Saffron Potato Salad with Olives, Sun Dried Tomatoes and Green Onions

Sandwiches:
*Herbed Chicken and Arugula on Focaccia
*Roasted Vegetables Wrap with Pesto Aioli
*Chilled Steamed Salmon with Dill Dressing, Roasted Onions, Sprouts and Tomatoes on a Soft Roll

*Vegetable Chips

Sweets:
*Raspberry Lintzer Bars
*Chocolate Mint Shooters
*Lemon-Almond Bars

DELI WEDNESDAY

Soup:
*Loaded Baked Potato Soup with Bacon, Chives, Sour Cream and Tomatoes

Salads:
*Salt and Vinegar Marinated Crispy Cole Slaw
*New Potato and Leek Salad with Roasted Garlic Dressing
*Quinoa Tabouleh with Parsley, Tarragon and Root Vegetables

Sandwiches:
*Classic Reuben
*Roasted Turkey, Bacon and Havarti on Croissant with Peppercorn Ranch
*Marinated Mushrooms with Tomatoes and Eggplant on Soft Roll

*Kettle Chips

Sweets:
*Smores
*Caramelized Pineapple and Guava

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LUNCH :: SOUP, SALAD AND SANDWICH BUFFETS

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Groups of Less Than 30 Guests are Subject to a $75 Service Charge.

SALSA THURSDAY

Soup:
*Chicken Tortilla Soup with Tortilla Crisps and Sour Cream

Salads:
*Caribbean Fruit Salad with Orange, Pineapple, Melon, Papaya and Kiwi
*Ensalada De Aguacate Y Tomate with Iceberg and Red Leaf Lettuce, Tomatoes, Avocadoes and Lime Dressing
*Black Beans, Tomatoes, Roasted Corn, Peppers and Cilantro Dressing

Sandwiches:
*Cuban Sandwich with Roast Pork and Ham, Pickle, Cilantro, Swiss and Mustard on Baguette
*Roasted Chicken, Avocado, Peppers, Roasted Garlic and Pepper Jack on Hoagie
*Tuna Salad on Butter Croissant with Tomatoes and Sprouts

*Sweet Potato Fries

Sweets:
*Flan
*Mini Chocolate-Walnut Brownies

CHESAPEAKE FRIDAY

Soup:
*Maryland Crab and Corn Bisque

Salads:
*Romaine, Bibb and Endive with Figs and Walnuts, Fresh Herbs and Raspberry Vinaigrette
*Roasted Beets and Arugula with Feta Cheese and Roasted Onion Dressing
*Roasted Squash, Sweet Onions, Tomatoes and Balsamic Dressing

Sandwiches:
*Grouper, Arugula and Manchego Cheese on Soft Roll with Cilantro Mayo
*Grilled Artichokes, Marinated Mushrooms and Tomatoes on Rustic Baguette
*"Cobb" Turkey Wrap with Bacon, Blue Cheese, Avocado and Egg

*Salt and Vinegar Potato Chips

Sweets:
*Chocolate Bread Pudding with Madagascar Vanilla Sauce
*Fresh Fruit Parfait

INNER HARBOR SATURDAY

Soup:
*White Bean, Andouille Sausage Soup

Salads:
*Red Leaf and Arugula with Goat Cheese, Sun Dried Cranberries, Caramelized Pecans and Raspberry Dressing
*Farfale Pasta Salad Primavera with Crisp Vegetables, Basil Dressing and Sun Dried Tomatoes
*Garden Slaw with Radicchio, Broccoli, Carrots and Endives with Champagne Dressing

Sandwiches:
*Warm Cheese Steak Hoagie
*Eggplant, Hummus, Roasted Red Peppers and Hard Boiled Eggs on Whole Wheat Wrap
*Honey Roasted Turkey Wrap with Cranberry Dressing

*Homemade Potato Chips

Sweets:
*Fresh Cupcakes
*Apple-Cranberry Tart

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LUNCH :: PLATED LUNCHES

Lunches Include Coffee Service.

LUNCH 1

Lola Rosa, Romaine and Frisée Chopped Salad with Avocado, Tomato, Eggs, Blue Cheese, Crumbled Bacon, Roasted Rosemary New Potatoes and Herb Vinaigrette

Braised Short Rib
Served with Parsnip Mash, Red Cabbage, Black Currants and Braising Jus

Pumpkin, Pecan and Chocolate Cheesecake Trio with Chestnut Crème Anglaise
$45

LUNCH 2

Organic Spinach Salad
Tossed with Toasted Pine Nuts, Maytag Bleu Cheese and Tomatoes with White Balsamic Dressing

Tamarind Glazed Salmon with Grilled Fennel Sauce
Served with Roasted Squash, Red Peppers and Mashed Yukon Gold Potatoes

Turtle Top Cheesecake with Blueberry Coulis
$45

LUNCH 3

Greek Village Salad:
Iceberg and Romaine with Cucumber, Tomato, Feta Cheese and Lemon Vinaigrette

Herb Crusted French-Cut Chicken Breast
Served with Apricots, Cranberries and Basmati Pilaf

Almond and Blueberry Tartlet
$43

LUNCH 4

Asian Salad:
Napa Cabbage, Arugula, Apples, Crisp Wontons
Ginger and Peanut Dressing

Citrus Glazed Local Tile Fish with Tri-Colored Polenta and Fine Herbs
Served with Yellow Turnip and Green Beans with Toasted Almonds

Pumpkin Meringue Pie with Candied Walnuts
$45

LUNCH 5

Frisée, Endives and Baby Red Oak with Roasted Beets, Crumbled Goat Cheese, Dried Figs and Cranberry Vinaigrette

Orange Spiced Marinated Chicken Breast
Served with Scallion Steamed Basmati and Wok Vegetables

Trifle:
Walnut Brownie, Caramel Mousse, Fruit Compote and Kahlua Sauce
$39

LUNCH 6

Endive Salad:
Arugula, Endives, Romaine, Green Apple, Cucumbers and Roasted Pepper Vinaigrette

Chicken Stuffed with Apples, Dried Cranberries and Fennel
Served with Maple Glazed Butternut Squash and Creamed Spinach

Chocolate and Hazelnut Mousse Torte with Toasted Coconut
$40

LUNCH 7

Tomato and Fresh Mozzarella Salad with Grilled Onion, Arugula, Asiago Cheese and Basil Vinaigrette

Twin Maryland Lump Crab Cakes
Served with Fresh Herbs Risotto and Roasted Root Vegetables

Apple Cranberry Streusel Tart
Served with Caramel Sauce and Candied Chestnuts
$50

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LUNCH :: BOXED LUNCHES

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Boxed Lunches are Served with Assorted Sodas and Bottled Water, and are Available for a Maximum of 800 Guests.

BOXED LUNCH MENU 1

Vegetarian Wrap:
Bell Peppers, Zucchini, Sweet Onions,
Portobello Mushrooms and Alfalfa Sprouts

Penne Pasta Primavera Salad

Fresh Fruit Salad

Raspberry Cheesecake Square

$34

BOXED LUNCH MENU 2

Grilled Chicken Breast with Tomato and Havarti Cheese on Soft Roll

Penne Pasta Primavera Salad

Fresh Fruit Salad

Butterscotch Blondie

$34

BOXED LUNCH MENU 3

Roast Beef, Boursin Cheese, Caramelized Onions, Green Leaf and Tomatoes on Kaiser Roll

Penne Pasta Primavera Salad

Fresh Fruit Salad

Cookie

$34

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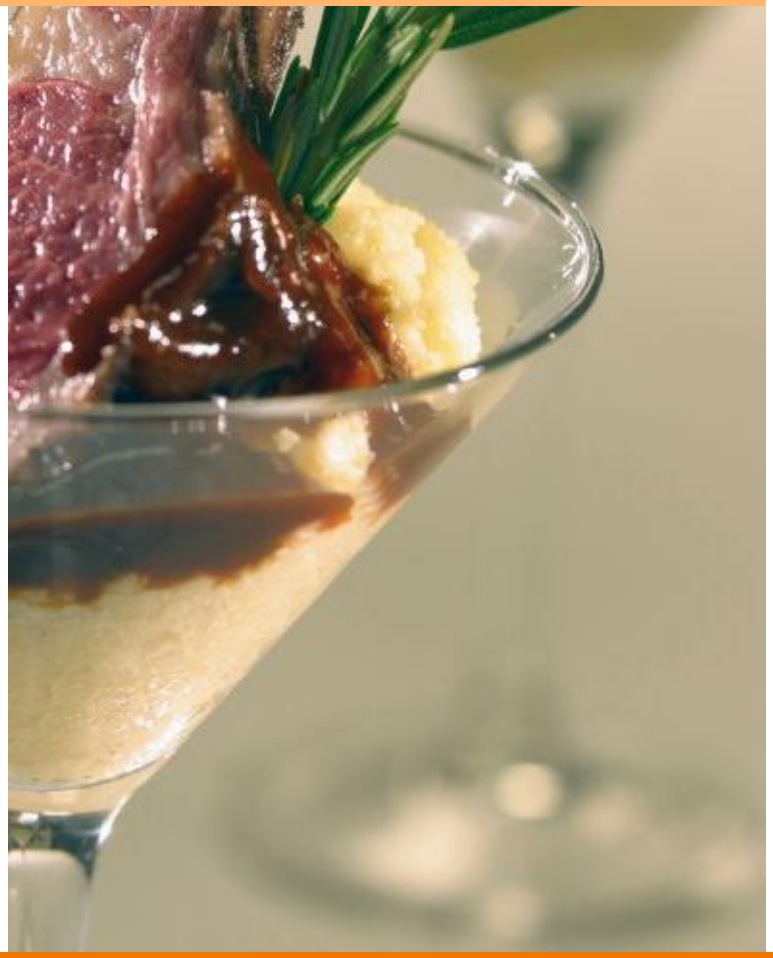
RECEPTIONS



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What's the occasion? We always have something for everyone.

RECEPTIONS :: DISPLAYS

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Minimum of 30 Guests per Station Unless Otherwise Indicated. Groups of Less Than 30 Guests are Subject to a $75.00 Service Charge.

CRUDITÉS
Served with Tomato Ranch and French Onion Dipping Sauces
$10

SUSHI DISPLAY
A Deluxe Assortment of Japanese Sushi and California Rolls
Served with Soy Sauce, Wasabi and Pickled Ginger
$22
(Based on 4 Pieces per Person)

CHILLED SEAFOOD-TINIS
(Please Choose Two)
*Ahi Tartar on Avocado Salad with Tomato Relish
*Rock Shrimp Cocktail with Mango Salsa
*Citrus Grilled Shrimp and Scallops with Asian Slaw
*Lump Crab Martini with Mignonette
$15 (Based on Two Tinis per Person)

FRESH FRUIT DISPLAY
Papayas, Melons, Kiwis, Oranges, Pears and Apples
Served with Chocolate Fondue and Fresh Whipped Cream
$11

INTERNATIONAL CHEESE DISPLAY
Imported and Domestic Cheeses Garnished with Fresh Fruit and Served with Artisan Breads
$14

DRY SNACKS
Pretzels and Chips ~ $19 per Pound
Peanuts ~ $22 per Pound
Bar Mix ~ $19 per Pound
Mixed Nuts ~ $24 per Pound
Dips: Onion, Salsa or Avocado
$12 per Pint

WARM CHESAPEAKE BAY DIPS
*Maryland Crab Dip
*Spinach and Artichoke Dip
*Sun-Dried Tomato and Brie Dip
Served With Sliced Artisan Breads
$15

NACHO BAR
Crispy Blue Mesa and Tortilla Chips, Served With Tomato Salsa, Salsa Verde, Guacamole, Sour Cream, Diced Tomatoes, Scallions, Jalapenos, Black Olives and Chafing Dishes of Refried Beans, Chile Con Queso and Home-Style Chili
$14

SEAFOOD BAR
*Jumbo Lemon Shrimp
*Oysters on the Half Shell
*Crab Claws
Served with Cocktail Sauce, Stone Ground Mustard, Poivre Mignonette and Tabasco® Sauce
$30
(Based on 2 Pieces of Each per Person)

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RECEPTIONS :: SPECIALTY ACTION STATIONS

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Specialty Action Stations Require One Chef Attendant per 50 Guests at a Rate of $150 Each.
Minimum of 30 Guests per Station Unless Noted Otherwise. Groups of Less Than 30 Guests are Subject to a $75 Service Charge.
Specialty Action Stations must be for the Full Guarantee of the Function.

LITTLE ITALY PASTA STATION
(Please Select Two of the Following):
*Shrimp Scampi with Lemon, Garlic, Tomatoes, White Wine and Linguini
*Orecchiette Pasta with Kalamata Olives, Artichokes, Basil and Sun Dried Tomato Pesto
*Cajun Chicken Jambalaya with Sweet Peppers, Andouille Sausage and Linguini
*Gorgonzola Agnolotti with Rosemary Cream, Wild Mushrooms and Roasted Red Peppers

Served with Freshly Grated Parmesan Cheese, Pine Nuts, Fresh Basil, Cracked Black Pepper, Pesto and Garlic Bread
$17

Add Caesar Salad
$3

MARYLAND CRAB CAKES
Sautéed to Order and Served with Old Bay Remoulade Sauce and Lemon, Corn and Pepper Succotash
(Based On [2] Crab Cakes per Person)
$22

MASHED POTATO BAR
Creamy Whipped Yukon Gold Potatoes and Roasted Sweet Potatoes
Array of Delicious Toppings to Include:
*Wild Mushrooms in Cognac Sauce
*Pancetta Bacon Lardons
*Feta and Smoked Cheddar Cheeses
*Scallions, Diced Tomatoes, and Herbed Sour Cream
$16

Add One of the Following Accompaniments Cooked Table Side:
*Grilled Petite Lamb Chops
*Petit Tender Beef Medallions Brochette
*Jumbo Shrimp Scampi
$6

STEAMED DIM SUM AND PEKING DUCK STATION
*Peking Duck, Carved at the Buffet and Wrapped in a Moo Shu Pancake with Scallions and Hoisin Sauce
*Shrimp Har Gow Dumplings
*Vegetable Pot Stickers
*Steamed Barbeque Pork Buns
*Vegetarian Fried Rice
*Soy, Hoisin and Plum Sauces
$28

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RECEPTIONS :: TAPAS STATIONS

Tapas Stations Require One Chef Attendant per 50 Guests at a Rate of $150 Each.
Minimum of 50 Guests per Station Unless Noted Otherwise. Groups of Less Than 50 Guests are Subject to a $75 Service Charge.
Tapas Stations must be for the Full Guarantee of the Function.

SMALL PLATES

Chilled:
*Crab Meat Salad with Dill Tuile and Caramelized Walnut
*Tuna with Fennel-Cucumber Slaw and Lime Cilantro Dressing
*Grilled Peppers and Sweet Onions with Balsamic Syrup
*Cumin-Flavored Mushroom Salad
*Corn Crab Bisque Shooters with Thai Lobster
*Grilled Watermelon and Serrano Ham
*Sliced Apples, Fennel and Napa Cabbage with Manchego Cheese, Walnuts, and Sherry Dressing
*Truffle Custard with Crab and Osetra Phyllo Purse

Warm:
*Seared Lamb Loin on Polenta with Sherry and Thyme
*Porcini Seared Duck Breast with Risotto and Kumquats Compote
*Macadamia Crusted Day Boat Scallop with Yellow Bean Salad and Fresh Herb Vinaigrette
*Spicy Chorizo Sausage with Chimichurri and Fresh Salsa
*Tandoori Grilled Prawns with Jicama, Golden Beets, and Guava Coulis
*Black Jasmine Rice with Grilled Squid and Yuzu Reduction
*Jack Daniels and Cumin Marinated Pork Belly wth Cilantro Mojo
$8 Each

SLIDERS
(Please Choose Three):

*Beef Slider with Horseradish and Seared Onions
*Crab Cake Slider with Spicy Remoulade
*BBQ Mini Sloppy Joe with Shredded Cheddar
*Roasted Portobello Slider with Basil Aioli
*Seared Lamb Slider with Chipotle Mayo
*Vegetable Pancake Slider with Lemon and Herbs Mayo
*Peking Duck Slider with Hoisin Sauce and Scallion
$21
(Based On 3 Sliders per Person)

GRILLED BROCHETTES
(Please Choose Two)

*Lamb Kabob with Couscous, Mint and Tomatoes
*Beef and Shiitake Mushrooms with Chimichurri and Flatbread
*Tandoori Chicken with Yogurt-Mint Raita
*Vegetarian Brochette with Feta, Olives and Tomatoes
*Shrimp with Caponata and Flat Bread
$18
(Based On 3 Brochettes per Person)

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RECEPTIONS :: CARVERY ACTION STATIONS

Carvery Action Stations Require One Chef Attendant per 80 Guests at a Rate of $150 Each.
Minimum of 30 Guests per Station Unless Noted Otherwise. Groups of Less Than 30 Guests are Subject to a $75 Service Charge.
Carvery Action Stations must be for the Full Guarantee of the Function.

BOURBON SHOYU MARINATED ROAST SIRLOIN OF BEEF
Served With Creamy Horseradish, Light Ginger Teriyaki Glaze and Herb Rolls
$20 per Person
(Serves 35 to 45 Guests)

WHOLE ROASTED GROUPER
Wrapped in Banana Leaves
Served with Cilantro Basmati Rice;
Ponzu Dipping Sauce and
Tomato Ginger Relish
$19 per Person
(Serves 30 Guests)

TARRAGON AND GARLIC ROASTED TURKEY BREAST
Served with Cranberry and Orange Relish and Cheddar Biscuits
$16 per Person
(Serves 30 Guests)

BLACK FOREST HAM
Pineapple Relish, Whole Grain Mustard
Sweet Potato Bread Rolls
$15 per Person
(Serves 30 to 40 Guests)

CARVERY ENHANCEMENTS
*Rosemary Roasted New Potatoes
*Gratinée Sweet Potatoes with Marshmallows and Butter
*Steamed Green Beans with Toasted Almonds
$7 per Person, per Item
(Minimum of 30 Guests)

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RECEPTIONS :: HORS D'OEUVRES

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HOT SELECTIONS
(Minimum of 100 Pieces per Selection)

*Pear and Almond Tart
*Sun Dried Tomato and Feta in Phyllo
*Wild Mushroom Tart
*Vegetable Spring Roll with Sweet Apricot Dipping Sauce
*Artichoke and Boursin Breaded Bite
*Balsamic Fig and Goat Cheese Flatbread
*Chicken Samosa with Cilantro Chutney
*Chicken Sonoran with Salsa Picante
*Malibu Coconut Chicken Tender with Plum Sauce
*Chicken Tandoori with Cilantro Chutney
*Jamaican Jerk Chicken with Cilantro Chutney
*Chicken and Merguez Sausage Skewer
*Thai Peanut Chicken Sate with Spicy Peanut Sauce
*Chicken Dijonnaise
$5.25 Each

*Miniature Crab Cake with Remoulade Sauce
*Coconut Lobster Skewer with Plum Sauce
*Scallop Wrapped in Apple Smoked Bacon
*Spicy Bengal Shrimp with Plum Sauce
*Potato Wrapped Shrimp with Duck Sauce
*Chipotle Steak Churrasco with Chimichurri
*Mini Cheese Burger with Ketchup
*Sheppard's Pie
*Beef Wellington with Spicy Mustard
*Monte Cristo Sandwich
$5.75 Each

CHILLED SELECTIONS
(Minimum of 100 Pieces per Selection)

*Port Poached Asian Pear and Gorgonzola on Crostini
*Tomato and Buffalo Mozzarella on Fresh Basil Crostini
*Vegetarian Summer Roll with Thai Dipping Sauce
*Togarashi Seared Shrimp with Pineapple Relish and Toasted Crouton
*Seared Duck Breast with Fig Relish
*Smoked Salmon on Wheat with Dill Cream Cheese and Capers
*Curried Vegetable Croustade
*Grilled Chicken with Roasted Pepper on Crouton
*Oven-Dried Tomatoes with Boursin on Brioche
*Roasted Beef Tenderloin on Herb Crouton
$5.25 Each

*Shrimp Salad in Tart Shell
*Crabmeat in Phyllo Shell
*Smoked Duck with Mango Relish
*Goat Cheese Lollipops with Lemongrass Base
$5.75 Each

SPOONS:
*Celery Remoulade with Lobster Medallion and Chervil
*Chilled Rock Shrimp with Corn and Cucumber Salad
*Blackened Tuna with Wasabi Cream and Fennel Salad
*Prosciutto with Seasonal Melon
$5.25 Each

CHILLED SHOOTERS AND SOUP SIPS:
*Chilled Jumbo Shrimp Cocktail
*Mango and Thai Basil
*Avocado and Shrimp
$5.75 Each

WARM SOUP SIPS:
*Thai Coconut-Chili and Shrimp
*Parsnip Soup with Lobster
$5.75 Each

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RECEPTIONS :: SWEET ENDINGS

MINIATURE PASTRIES STATION
A Selection of Miniature Desserts Paired with Your Reception or Dinner Selection to Include:
Napoleons, Éclairs, Fruit Tarts, Cream Puffs, Rum Babas, Cannoli, Chocolate Dipped Strawberries, Cassis, Mango and Tiramisu
Includes Coffee Service
$21 per Person

FRUIT AND CHOCOLATE FONDUE
Fresh Strawberries, Apples, Bananas, Cantaloupe, Pineapple, Shredded Coconut, Angel Food Cake, Biscotti, Pretzels, Marshmallows and Macaroons
Small (Serves 30) $200
Medium (Serves 50) $350
Large (Serves 100) $650

CHOCOLATE RAVIOLI STATION
Chocolate Filled Ravioli with Grand Marnier and Vanilla Sauce
Served with Fresh Berries and Whipped Cream
(Requires 1 Chef Attendant at $150 for Every 50 Guests)
$15 per Person

BANANAS FOSTER
Flambé with Brandy and Finished with a Caramel Sauce
Served Over Vanilla Bean Ice Cream
(Requires 1 Chef Attendant at $150 for Every 50 Guests)
$15 per Person

"TINI TIME"
Served In Martini Glasses
*Strawberry Shortcake-Tinis:
Individual-Sized Shortcakes Served with Fresh Strawberries and Crème Chantilly
*Fruit-Tinis:
Fresh Seasonal Fruits and Berries with Madeira Sabayon
*Tira-Tinis:
Traditional Tiramisu with White Chocolate Garnish
$6 per Tini

DELUXE COFFEE SERVICE
Freshly Brewed Regular and Decaffeinated Coffee with Flavored Syrups and a Selection of Flavored Teas
Served with Whipped Cream, Chocolate Shavings, Rock Sugar and Cinnamon Sticks
$9 per Person

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Mouthwatering selections for the refined palette.

DINNER :: DINNER SELECTIONS

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Dinners Include Coffee Service.

MENU 1

Old Bay Steamed Shrimp
with Pea Shoots, Frisée, Shiitake
Mushrooms, Endives and
Sweet Vermouth Vinaigrette

Sea Salt, Rosemary and Garlic Rubbed
Seared Beef Medallion with Vidalia Onion
and Tomato Shiitake Chutney
White Truffle Oil Parmesan Risotto and
Grilled Vegetables

Chocolate Marquis with Raspberry Sauce
$76

Parducci Cabernet Sauvignon,
Mendocino, Carbon Neutral Winery, $48
Canyon Road, Chardonnay,
Napa, $35

MENU 2

Floral Green Salad with Roasted Beets,
Apples, Goat Cheese, Sugared Pecans
and Spanish Sherry Vinaigrette

Duet of:
Herb Grilled Petite Beef Medallion with
Shallot Bourbon Sauce
and Chipotle-Glazed Shrimp
Yukon Gold Mashed Potatoes, Broccolini
and Seared Cipollini Onion

Cassis and Almond Gateau with
Kiwi and Mango Sauces
$77

Dancing Bull Zinfandel, California $41
Parducci Sauvignon Blanc, Mendocino,
Carbon Neutral Winery $43

MENU 3

Red Oak, Frisée and Endives with
Goat Cheese, Marinated Mushrooms,
Oven Dried Tomatoes, Crisp Pancetta,
Carrot Oil and Lemon-Herb Vinaigrette

Horseradish Crusted Halibut
Braised Swiss Chard, Yellow Peppers,
Edamame, and Rosemary Roasted
Fingerling Potatoes with
Ginger-Tomato Butter Sauce

Opera Cake and Passion Fruit
Mousse Duo with Rum Crème Anglaise
and Cassis Coulis
$66

Sterling Vintner's Collection Merlot,
California, $48
Sonoma Cutrer Chardonnay,
Russian River, $63

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DINNER :: DINNER SELECTIONS

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Dinners Include Coffee Service.

MENU 4

Chesapeake Crab Cake
Salad with Frisée, Endives, Lola Rosa and Creole Remoulade

Harissa-Marinated Breast of Chicken
Star Anise Risotto, Grilled Vegetables,
Fresh Tomatoes and Garbanzo and Merguez Sausage Stew

Strawberry and Almond Torte with Blueberry Coulis
$59

Banrock Station Riesling, Australia $35
Parducci Pinot Noir, California $43

MENU 5

Smoked Duck and Mango Salad with Arugula, Ginger Sesame Noodles and Hoisin-Sesame Vinaigrette

Roasted Fennel Pollen Lamb Loin
Mashed Sweet Potatoes, Asparagus,
Baby Carrots and Bean and Mushroom Stew

Chocolate Pyramid with Fresh Berries and Vanilla Creme Anglaise
$79

Franciscan Cabernet, Napa, $84
Sonoma Cutrer Chardonnay, Russian River, $63

MENU 6

Maine Lobster Bisque with Cheese Crostini

Braised Short Rib of Beef and Chestnut Gremolata
Parsnip Mash, Red Cabbage with Black Currants and Braising Jus

Mango-Passion Mousse Torte, Fresh Berries Coulis
$70

Macmurray Ranch Pinot Noir, Sonoma Coast $52
Robert Mondavi Chardonnay, Napa, $53

MENU 7

Baby Romaine and Endive Leaves with Parmesan Tuile, Herbed Crouton and Lemon-Garlic Dressing

Duet of:
Petite Rosemary Seared Tender Beef Medallion
And Maryland Style Lump Crab Cake
Fresh Herbs Risotto, Roasted Turnip, Sweet Pepper and Broccolini

Chocolate-Amaretto Cone and Mango Mousse Dome with Chantilly Cream and Mocha Sauce
$80

Francis Coppola Diamond Claret, California $58
Sonoma Cutrer Chardonnay, Russian River $63

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DINNER :: BUFFETS

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Dinners Include Coffee Service.

THE PRATT STREET

*Maryland Crab and Roasted Corn Chowder
*Freshly Baked Focaccia Bread with Grated Pecorino Romano and Black Pepper

*Spinach and Watercress Salad with Crumbled Blue Cheese and Apple Cider Vinaigrette
*Caprese: Fresh Mozzarella, Tomato, Red Onion, Basil Oil and Balsamic Glaze
*Marinated Mushroom Salad with Tarragon, Lemon and Virgin Olive Oil
*Roasted Yam and Baby Golden Potato Salad with Dill Pickles

*****

From the Carvery:
*Tarragon and Garlic Roasted Turkey Breast with Cranberry and Orange Relish
*Potato Rolls

*Baked Cod Fillet with Braised Leeks in a Light White Wine Velouté
*Slow Cooked Beef Brisket and Ancho BBQ Braising Jus
*Orrechiette Pasta "al Forno" with Wild Mushrooms, Peppers, Onions, Sweet Garlic, Broccolini, Pomodoro Tomato Sauce, Asiago and Parmesan Cheeses
*Rosemary and Black Pepper Roasted New Potatoes
*Bacon Braised Brussels Sprouts and Butternut Squash with Cheddar Cheese

*****

*Cannoli
*Mascarpone-Mocha Torte

$85

(Requires One Server Attendant at $150)

THE CHARLES STREET

*Minestrone Soup
*Dinner Rolls

*Mediterranean Salad: Caribbean Orzo Pasta Salad with Jerk Chicken, Coconut, Cilantro and Kaffir Lime Dressing
*Mixed Greens Salad with Apples, Dates, Cucumbers, Dried Fruits, Tomatoes and Sweet Basil Balsamic Dressing
*Marinated Asparagus and Roasted Red Pepper Salad with Rosemary-Dijon Vinaigrette

*****

From The Carvery:
*Sea Salt and 5-Pepper Beef Prime Rib Au Jus with Whole Grain Mustard, Horseradish and Mayonnaise

*Spinach and Goat Cheese Tortellini with Wild Forest Mushrooms and Vodka Sauce
*Maryland Crab Cakes with Lemon Caper Butter Sauce
*Chicken Saltimbocca with Swiss Chard, Sage, Parma Ham and Port-Fig Reduction
*Pea Risotto with Grated Parmeggiano Reggiano Cheese
*Ragout of Caramelized Butternut Squash, Winter Squash and Sweet Onion with Whole Grain Pilaf

*****

*Warm Chocolate and Fruit Fondue to Include Papaya, Pineapple, Banana, Apples, Melon, Marshmallows and Macaroons
*Pecan-Bourbon Pie

$95

(Requires One Chef Attendant and One Server Attendant at $150 Each)

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Our glass is always more than half full.

BEVERAGES :: ARRANGEMENTS

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SUPER PREMIUM BRANDS

Stolichnaya Vodka
Tanqueray 10 Gin
Bacardi Superior Rum
Sauza Hornitos Tequila
Crown Royal Whiskey
Johnnie Walker Red Scotch
Makers Mark Bourbon

Featuring Wine from Parducci Winery,
a Carbon Neutral Winery
Chardonnay, Sauvignon Blanc
Cabernet and Pinot Noir

THE SUPER PREMIUM BRAND
UNLIMITED BAR PACKAGE
Includes Premium Brand Liquor,
Mixed Drinks,
Domestic and Premium Beer,
Soft Drinks, Fruit Juice and Mineral Water

$21.00 per Person for the First Hour
$10.00 per Person for Additional Hours

NAME BRANDS

Gordon's Vodka
Gordon's Gin
Myers Platinum White Rum
Sauza Gold Tequila
Seagram's 7 Whiskey
J & B Scotch
Jim Beam Bourbon

THE NAME BRAND
UNLIMITED BAR PACKAGE
Includes Name Brand Liquor,
Mixed Drinks,
Canyon Road Chardonnay and
Cabernet Sauvignon,
Domestic and Premium Beer,
Soft Drinks, Fruit Juice and Mineral Water

$16.00 per Person for the First Hour
$8.00 per Person for Additional Hours

PREMIUM BRANDS

SKYY Vodka
Tanqueray Gin
Bacardi Rum
Jose Cuervo Especial Gold Tequila
Canadian Club Whiskey
Cutty Sark Scotch
Jim Beam Bourbon

THE PREMIUM BRAND
UNLIMITED BAR PACKAGE
Includes Premium Brand Liquor,
Mixed Drinks,
Canyon Road Chardonnay and
Cabernet Sauvignon,
Domestic and Premium Beer,
Soft Drinks, Fruit Juice and Mineral Water

$18.00 per Person for the First Hour
$9.00 per Person for Additional Hours

A Minimum of $750 will be Assessed for Each Bar. If the Minimum is Not Met, the Balance will be Added to the Group Banquet Check per Bar, per Event.

Bartender Fees are Required for All Bar Functions. Hilton Baltimore Encourages Safe and Responsible Alcohol Consumption.
Bartenders are Required to ID All Guests Prior to Serving Alcohol Beverages.
Food and Beverage Prices are Subject to a 23% Service Charge and 6% Maryland Sales Tax. All Prices are Subject to Market Conditions.

BEVERAGES :: ARRANGEMENTS

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HOST BAR

Charged on Consumption.
A Minimum of $500 will be Assessed for Each Host Bar, Inclusive of Taxes and Service Charges. If the Minimum is Not Met, the Balance will be Added to the Group Banquet Check per Bar, per Event.

Select One:

Super Premium Liquor Brands	**$10**
Premium Liquor Brands	**$9**
Name Liquor Brands	**$8**

HOST BARS INCLUDE:

Domestic Beer: Budweiser, Bud Light, Miller Lite and St. Pauli NA	**$6**
Premium Beer: Heineken, Amstel Light, Sam Adams and Corona	**$7**
Select Wines	**$8**
Soft Drinks and Juices: **Soda** - Coke, Diet Coke, Sprite, Ginger ale, Club Soda and Tonic Water **Juice** - Orange, Pineapple and Cranberry	**$4.25**
Mineral Water	**$4.25**

CASH BAR*

Prices are Inclusive of Tax and Service Charges.
Charged on Consumption.
A Minimum of $750 will be Assessed for Each Cash Bar, Inclusive of Taxes and Service Charges. If the Minimum is Not Met, the Balance will be Added to the Group Banquet Check per Bar, per Event.

Martinis and 3 Liquor Drinks	**$12**
Name Liquor Brands	**$11**
Domestic Beer: Budweiser, Bud Light, Miller Lite and St Pauli NA	**$8**
Premium Beer: Heineken, Amstel Light, Sam Adams and Corona	**$10**
Wine Selection	**$11**
Soft Drinks and Juices: **Soda** - Coke, Diet Coke, Sprite, Ginger Ale, Club Soda and Tonic Water **Juice** - Orange, Pineapple and Cranberry	**$5**
Mineral Water	**$5**

LABOR FEES

REQUIRED BARTENDER FEE
$150 for the First 3 Hours
$50 per Each Additional Hour(s)
Or Fraction Thereof

CASHIER FEE**
$150 for the First 3 Hours
$50 per Each Additional Hour(s)
Or Fraction Thereof

WAITER FEE***
$150 for the First 3 Hours
$50 per Each Additional Hour(s)
Or Fraction Thereof
*** *For Receptions where little or no food has been ordered*

Bartender Fees are Required for All Bar Functions. Hilton Baltimore Encourages Safe and Responsible Alcohol Consumption.
Bartenders are Required to ID All Guests Prior to Serving Alcohol Beverages.
Food and Beverage Prices are Subject to a 23% Service Charge and 6% Maryland Sales Tax. All Prices are Subject to Market Conditions.

BEVERAGES :: WINE LIST

breakfast
breaks
lunch
receptions
dinner
BEVERAGES

CABERNET SAUVIGNON	PRICE (PER BOTTLE)
Canyon Road, California	$35
Parducci, California	$43
Louis M. Martini, Sonoma County	$48
Francis Coppola Diamond Claret, California	$58
Franciscan, Napa	$84

MERLOT	
Canyon Road, California	$35
Parducci, California	$43
Sterling Vintner's Collection, California	$48

OTHER RED VARIETALS AND BLENDS	
Dancing Bull Zinfandel, California	$41
Parducci Pinot Noir, California	$43
Macmurray Ranch Pinot Noir, Sonoma Coast	$52
Little Boomey Shiraz, South Australia	$35
Fetzer Vineyards Valley Oaks Shiraz, California	$42

CHARDONNAY	PRICE (PER BOTTLE)
Canyon Road, California	$35
Parducci, California	$43
Boordy Vineyards, Maryland	$45
Robert Mondavi Winery, Napa Valley	$53
Sonoma-Cutrer Russian River Ranches, Sonoma Coast	$63

OTHER WHITE VARIETALS AND BLENDS	
Sycamore Lane Pinot Grigio, California	$35
Parducci Pinot Grigio, California	$43
Banrock Station Riesling, Australia	$35
Boordy Vineyards, Maryland	$45
Canyon Road Sauvignon Blanc, California	$35
Parducci Sauvignon Blanc, California	$43
Canyon Road White Zinfandel, California	$35
Boordy Vineyards Blush, Maryland	$45

SPARKLING WINES AND CHAMPAGNE	
Freixenet Blanc de Blancs, Spain	$45
Moet & Chandon White Star, Epernay	$92
Veuve Clicquot Yellow Label	$130

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BEVERAGES :: SPECIALTY BARS

CORDIAL BAR

Courvoisier V.S.
Hennessy V.S.
Grand Marnier
Baileys Irish Cream
Amaretto Disaronno
Frangelico
Korbel Brandy
Dry Sack
Taylor Fladgate
Sambuca Romana Light
B & B
Jagermeister
Kahlúa

Includes Freshly Brewed Regular and Decaffeinated Coffee, Whipped Cream, Chocolate Shavings, Cinnamon Sticks and Rock Sugar

$16.00 per Person for the First Hour
$4.00 per Person for Additional Hours

SINGLE MALT SCOTCH TASTING

Choose 5 Single Malt Scotches:
Cragganmore 12 yr
Dalwhinnie 15 yr
Glenlivet 12 yr
Lagavulin 16 yr
Macallan 12 yr
Oban 14 yr
Talisker
Glenfiddich

$16.00 per Person for the First Hour
$4.00 per Person for Additional Hours

MARTINI BAR

White Cosmo:
Stoli Vodka, Cointreau, Lime Juice, White Cranberry Juice

Pear Martini:
Grey Goose La Poire, Fresh Sour Mix, White Cranberry Juice

Espresso Martini:
Van Gogh Double Espresso Vodka, Godiva Dark Chocolate Liqueur

Pomegranate Martini:
Pama Pomegranate Liqueur, Stoli Vodka

Cirocintini:
Ciroc Vodka, White Grape Juice

Dirty Martini:
Bombay Sapphire Gin or Grey Goose Vodka, Dry Vermouth, Olive Juice

$16.00 per Person for the First Hour
$4.00 per Person for Additional Hours

A Minimum of $750 will be Assessed for Each Bar. If the Minimum is Not Met, the Balance will be Added to the Group Banquet Check per Bar, per Event.

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BANQUET AND CATERING POLICIES

FOOD AND BEVERAGE SERVICE

The Hilton Baltimore is responsible for the quality and freshness of the food served to our guests. Due to current health regulations, all food served at the hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. The sale and service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside.

SERVICE CHARGE

All catering and banquet charges are subject to applicable 23% service charge and 6% state sales tax.

FUNCTION ROOM ASSIGNMENTS

Room assignments are made according to the guaranteed minimum number of guests anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

ENTRÉE SELECTION AND ADDITIONAL CHARGES

For groups less than thirty (30) persons, a labor charge of $75.00 will be made for meal service. In the event that your group requires a split menu, entrée selections are limited to a maximum of 2 selections. There may be an additional charge for this service. The hotel requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If the hotel needs to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for paying for those additional meals.

GUARANTEES

A guaranteed attendance figure is required for all meal functions 3 business days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 3% over the guaranteed number for groups of 100 and above.

MENU PRICING

The quotation herein is subject to a proportionate price increase to meet increased cost of food, beverages, labor, etc. Pricing does not include service charge or sales tax.

AUDIO-VISUAL EQUIPMENT

We will be pleased to arrange for Presentation Services to assist you with any audio-visual requirements for your event.

BILLING

An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval) or completed credit card authorization form.

SECURITY

The Hotel does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through your catering contact prior to the event (applicable fees may apply).

DECORATIONS

Your catering contact will be happy to provide you with the Hilton Recommended Vendor Guide for your freshly cut flowers, centerpieces, ice carvings, themed décor, etc. Arrangements may be made directly with the vendor of your choice. The Hotel will not permit the affixing of anything to walls, floors, ceilings or equipment with nails, staples, tape or any other substance or device.

SIGNAGE

The Hotel reserves the right to have full control over sign usage and placement in the hotel. To uphold to the Hilton standards signage must be kept to a minimum and no signage may be placed in the hotel lobby.

PACKAGE HANDLING

There will be a receiving charge per box to be added to your master bill for any boxes received to our property related to your event.